

Operating Manual—Server Phone Assistant Series

Model No. KX-NCS1101/KX-NCS1105/KX-NCS1110
KX-NCS1199/KX-NCS1201/KX-NCS9101



Thank you for purchasing this Panasonic product.
Please read this manual carefully before using this software and save this manual for future use.

Introduction

The Phone Assistant (PA) application is an intuitive Computer Telephony Integration (CTI) software solution to enhance the productivity of Panasonic PBX telephone users.

PA software consists of the following software components:

1. PA—used by phone users and for monitoring call status
2. PA Status—for supervisors or managers
3. PA Manager (Web server)—performs configuration or setup for all PA users
4. PA Server (CTI control)—the core engine for all PA software

Condition

- The screen shots may be different from the actual software.

Trademarks

- All other trademarks identified herein are the property of their respective owners.
- Screen shots reprinted with permission from Microsoft Corporation.

Table of Contents

1	Starting Phone Assistant Applications	5
1.1	Starting Phone Assistant Server for the first time	6
1.2	Exiting PA Applications	9
2	Interface Preview	13
2.1	Overview	14
2.2	Login/Logout	14
2.2.1	To Log in to PA Manager (Web server)	14
2.2.1.1	When Logged in as the Administrator	15
2.2.1.2	When Logged in as a PA User	18
2.2.2	To Log in through a Web Browser	19
2.2.3	To Log out	20
2.3	Language	20
3	Administrator Functions	23
3.1	Registering a PA User	24
3.1.1	Adding a New PA User	25
3.1.2	Editing a PA User	27
3.1.3	Deleting a PA User	29
3.2	PBX settings	31
3.2.1	PBX Programming Settings Initialization	31
3.2.2	System Date/Time	32
3.2.3	System Absent Message	33
3.2.4	System Quick Dial	34
3.2.4.1	Editing System Quick Dial	35
3.2.4.2	Deleting System Quick Dial	36
3.2.5	System Speed Dial	37
3.2.5.1	Adding System Speed Dial	39
3.2.5.2	Editing System Speed Dial	39
3.2.5.3	Deleting System Speed Dial	40
3.2.6	DISA AA Destination Setting	40
3.2.6.1	Editing DISA AA Destination Settings	41
3.2.6.2	Deleting OGM Number	41
3.2.7	Extension Names/Number	42
3.2.7.1	Editing Extension Names	43
3.2.7.2	Extension Setting	43
3.2.7.3	Flexible Key	44
3.2.7.4	Extension PIN	46
3.2.8	Holiday Table Setting	47
3.2.9	Time Service Mode	48
3.2.9.1	Editing Time Table Settings	49
3.2.9.2	Editing Break Setting	49
3.3	Server Settings	51
3.3.1	Dial Modification for Dial Copy	51
3.3.2	Remote Alarm Notification	54
3.3.3	E-Mail Settings	54
4	PA User Functions	57
4.1	My Phone Settings	58
4.1.1	Not at My Desk	58
4.1.2	Flexible Key	58
4.1.3	Personal Speed Dial	59

4.1.3.1	Adding Personal Speed Dial	61
4.1.3.2	Editing Personal Speed Dial	61
4.1.3.3	Deleting Personal Speed Dial	62
4.1.4	Extension PIN	62
Index.....		65

Section 1

Starting Phone Assistant Applications

1.1 Starting Phone Assistant Server for the first time

1. Double-click the PA Server shortcut on the desktop.
—or—
Start PA Server (CTI control) from the Start menu (**Start** → **All Programs** → **Panasonic** → **KX-TDA PA Server** → **PA Server**).



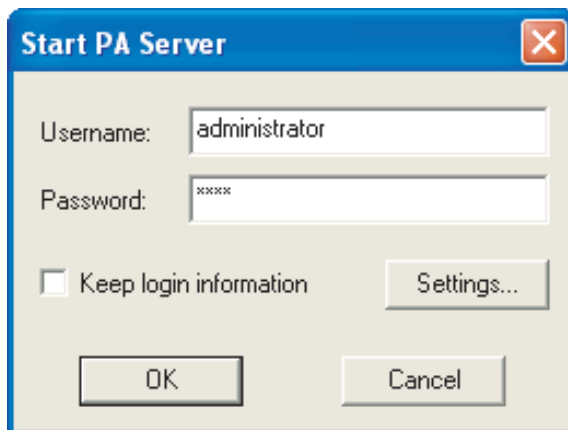
Note

- **Start PA Server** runs automatically if the **Load PA Server on Windows StartUp** check box is checked during installation.
- If PA Server (CTI control) and PA Services (Communication interface) are installed on separate PCs, activate PA Server (CTI control) first, and then activate PA Services (Communication interface). PA Manager (Web server) starts automatically after PA Services (Communication interface) is successfully connected to PA Server (CTI control).
- The user can activate PA Services (Communication interface) manually by following the instructions below.
 - Double-click the PA Services shortcut on the desktop.



- or—
Start PA Services (Communication interface) from the **Start** menu (**Start** → **All Programs** → **Panasonic** → **Phone Assistant Manager** → **PA Services**).

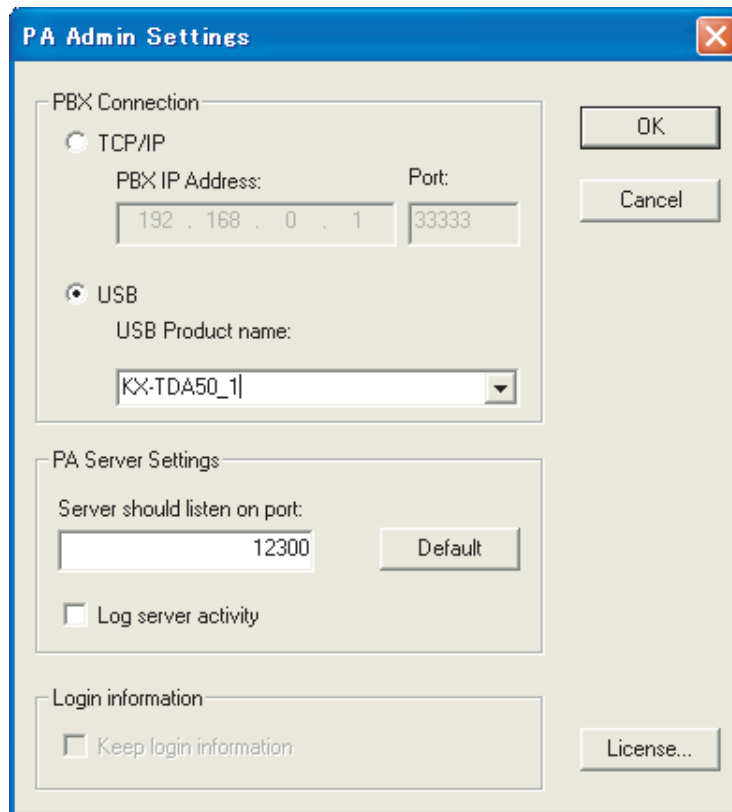
2. Enter the following in the corresponding fields, and click **OK**:
Username field: administrator
Password field: 1234 (default)



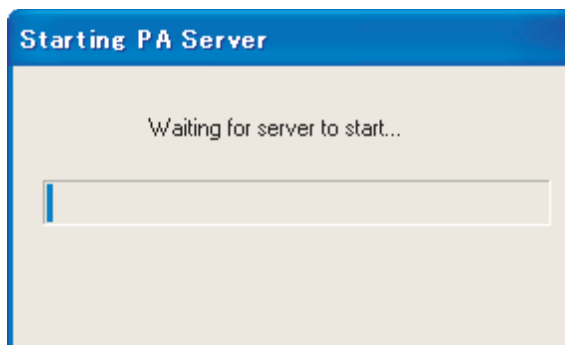
Note

- If the administrator changed the password during installation, enter the new password.

- The settings for the PBX connection can be changed if they are not set correctly when installing PA Server. To change the setting of PBX connection, click **Settings....**
Select **TCP/IP** or **USB** to specify the method in which you wish to connect to the PBX.



- Click **OK**. PA Server (CTI control) will start.

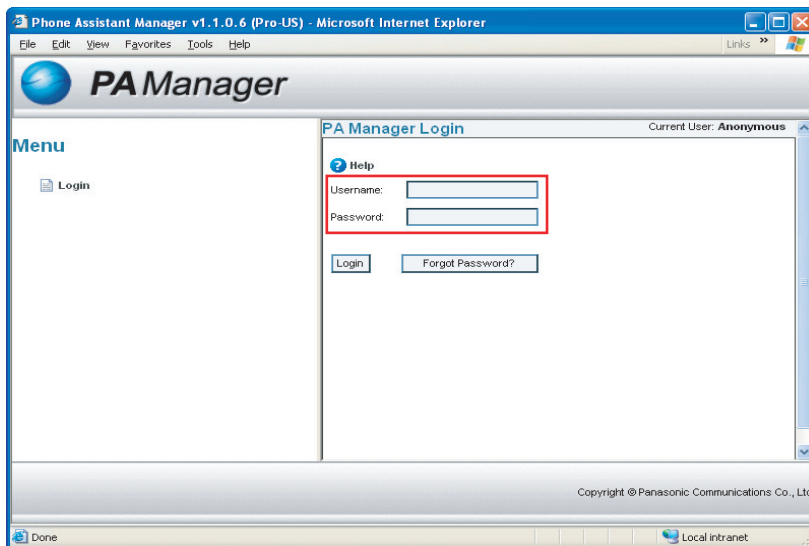


After the server is successfully activated, PA Services (Communication interface) automatically connects itself to PA Server (CTI control).

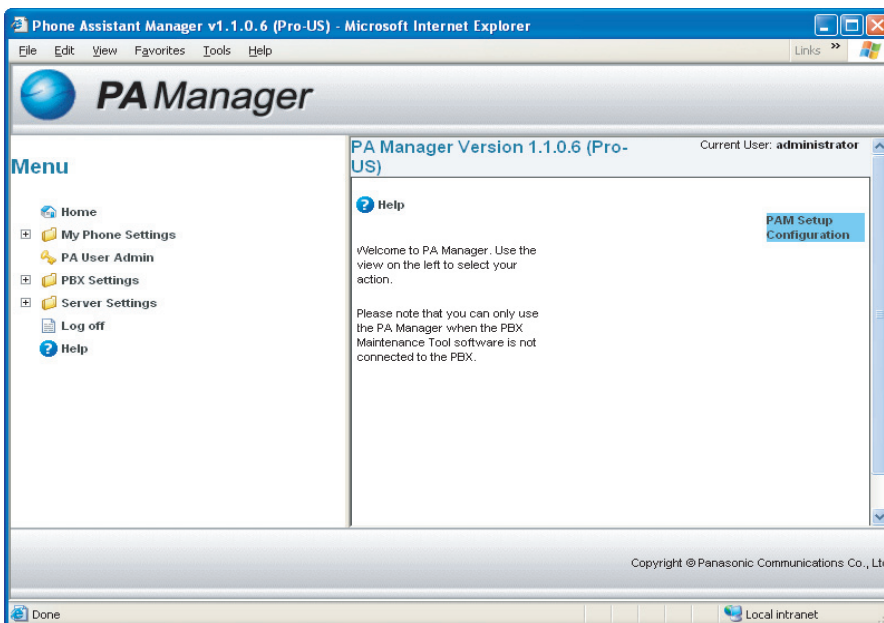
After PA Services (Communication interface) successfully connects to PA Server (CTI control), PA Manager (Web server) automatically starts.

- Enter the following in the corresponding fields:
Username field: administrator

Password field: 1234 (default)



5. Click **LOGIN**. The following screen appears.



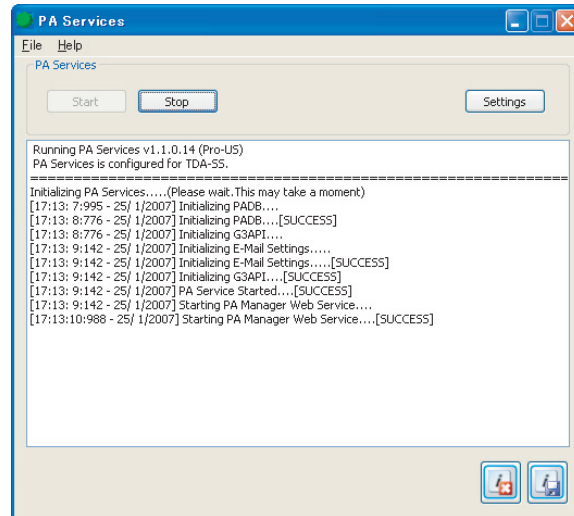
Note

When PA Server (CTI control) and PA Services (Communication interface) have finished starting up, the status icons below will appear in the Notification area.

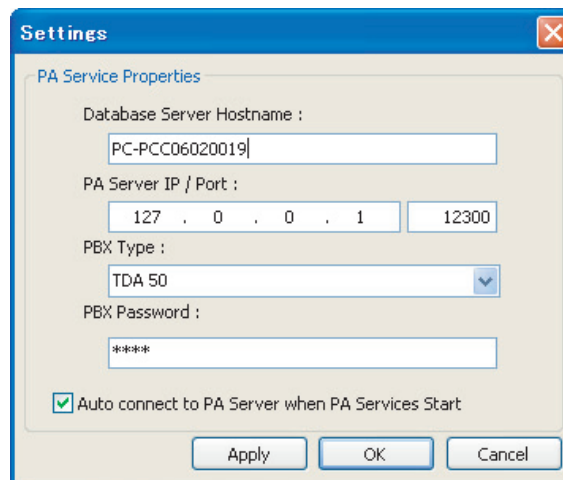


- ① PA Services (Communication interface):
 - ACTIVATED
 - DEACTIVATED

When the user clicks the status icon for PA Services (Communication interface), the following screen will appear, and the user can change the setting for PA Services (Communication interface).



- Click **Settings**.



- 2 PA Server (CTI control):

● ACTIVATED

● DEACTIVATED

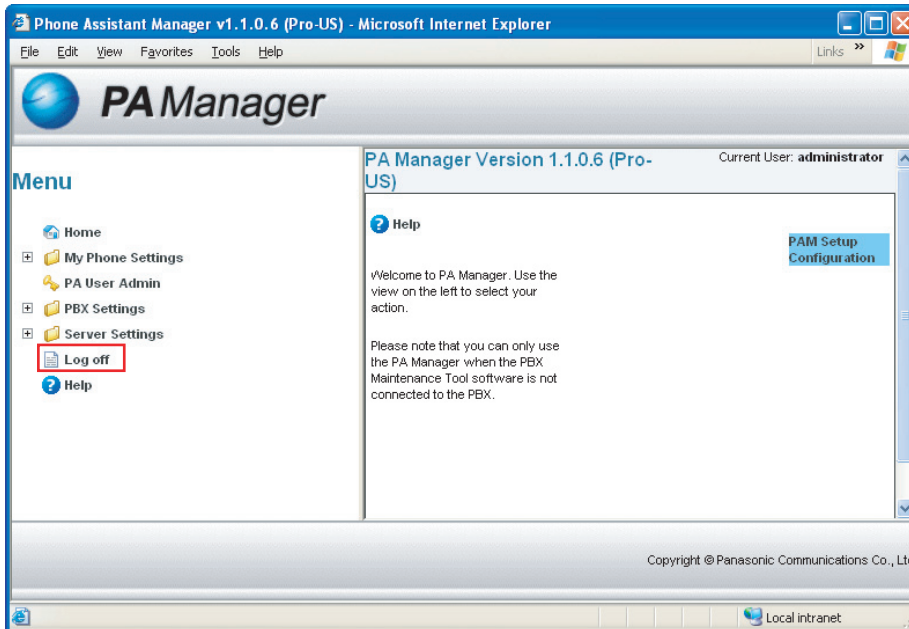
When the user right-clicks the status icon for PA Server (CTI control), the following commands will appear on the shortcut menu.

- Settings...: changes the settings of PBX connection.
- Clear Call Log: deletes all the call logs.
- About: shows software version of PA Server (CTI control).

1.2 Exiting PA Applications

To exit PA applications, deactivate PA Manager (Web server), PA Services (Communication interface), and PA Server (CTI control):

1. Click the **Log off** link in the **Menu** frame to log off of PA Manager (Web server).



2. Click the **Close** button in the upper-right corner of a window.
3. Right-click the status icon for PA Manager (Web server) in the Notification area, and select **Exit**.



4. Right-click the status icon for PA Services (Communication interface) in the Notification area, and select **Stop Service**.

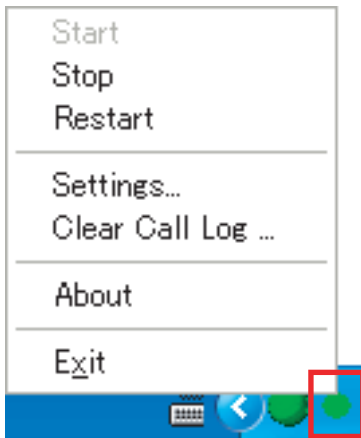


—or—

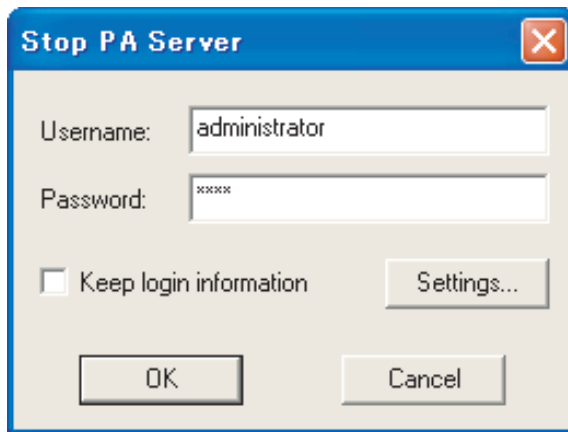
Click the status icon for PA Services (Communication interface) to open the PA Services screen. Then click **Stop**, and close the screen.

5. Right-click the status icon for PA Services (Communication interface) in the Notification area, and select **Exit**.

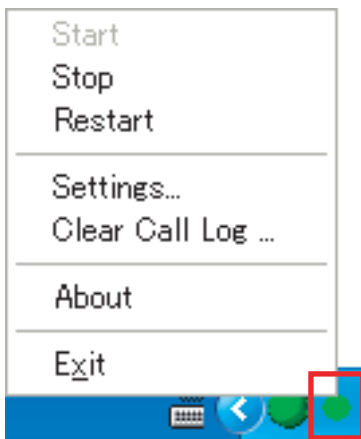
6. Right-click the status icon for PA Server (CTI server) in the Notification area, and select **Stop**.



7. When the Stop PA Server dialogue box appears, enter the user name and password.



8. Click **OK**.
9. Right-click the status icon for PA Server (CTI control) in the Notification area, and select **Exit**.



Section 2

Interface Preview

2.1 Overview

Phone Assistant (PA) Manager (Web server) allows IDs and Passwords to be registered for each PA Manager (Web server) and PA user. PA Manager (Web server) also allows for easy access to some of the PBX features and control settings in a graphical user interface.

IMPORTANT

Only 2 kinds of users may log in to the PA Manager (Web server). When PA Manager (Web server) is run for the first time, only the administrator has log-in privileges. To log in as a regular user, the administrator must first create a user account (i.e., assign a password) for the PA user. Please refer to Administrator Functions and PA User Functions for details.

- **Administrator:** can view and change the general PBX settings and their own phone settings.
- **PA User:** can view and change some of the phone settings.

Note

- If the PA Manager (Web server) is idle for more than 5 minutes, the user will be logged off automatically.
- Only one administrator or PA user can log in at a time.

2.2 Login/Logout

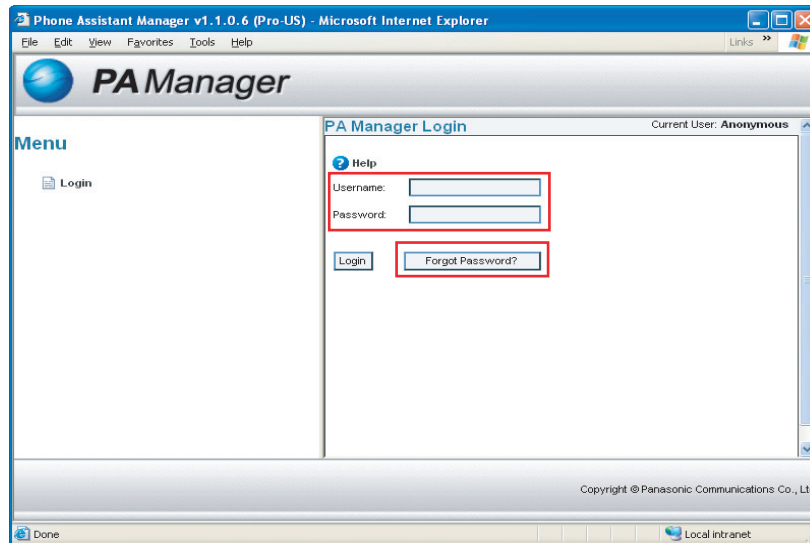
PA Manager (Web server) can be used by either the administrator or a PA user of a phone connected to the PBX.

2.2.1 To Log in to PA Manager (Web server)

1. Double-click the PA Manager shortcut on the desktop.



2. Enter your user name. If you are logging in as the administrator, enter “administrator”. Enter your password.



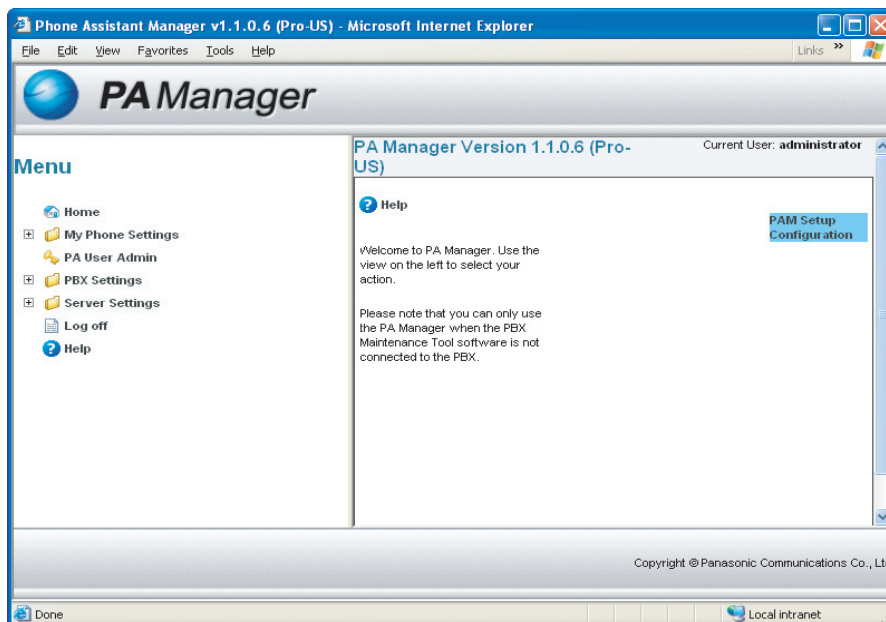
Note

If you forget your password, enter your user name into the **Username** field, and click **Forgot Password?**. PA Manager (Web server) sends an email to the administrator notifying him/her about the forgotten password. To use this feature, the administrator must have set a valid email address in the **PA User Admin** function. Specifying the email address of the administrator is described in 3.1 Registering a PA User.

3. Click **LOGIN**.

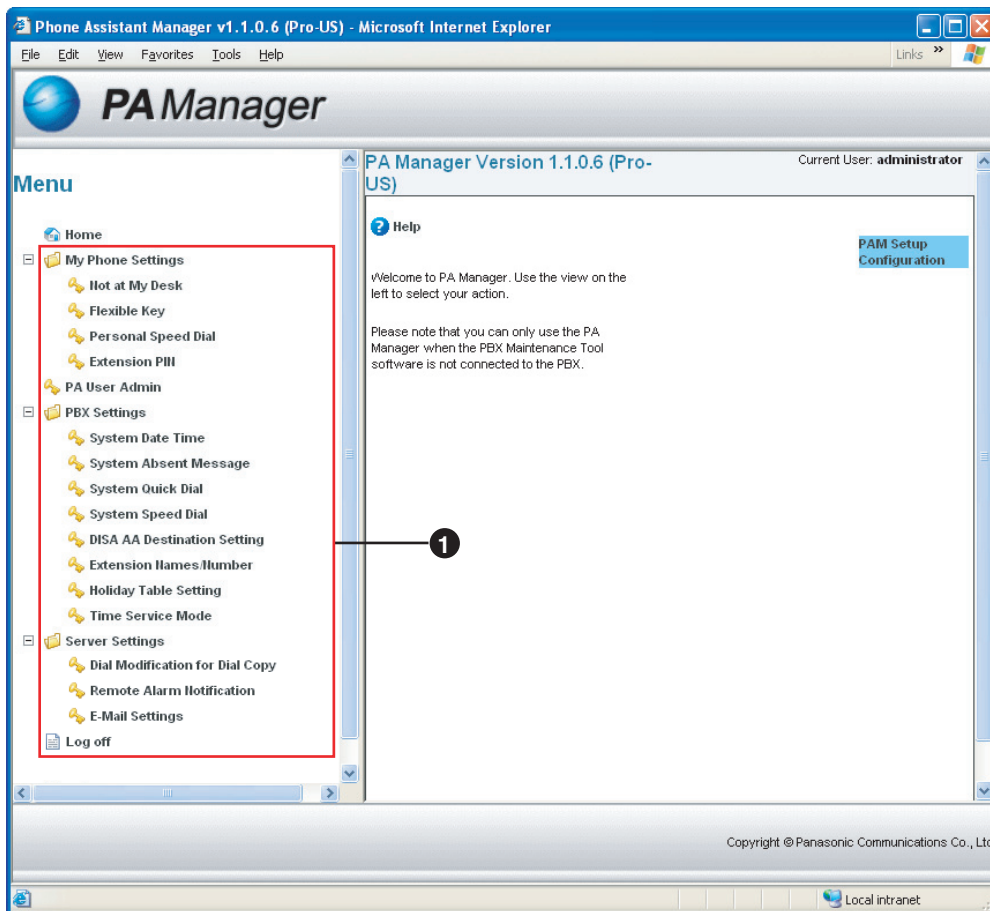
2.2.1.1 When Logged in as the Administrator

After logging in as the administrator, the following screen appears.



2.2.1 To Log in to PA Manager (Web server)

To view the functions available when logged in as the administrator, click plus signs next to the **My Phone Settings**, **PBX settings**, and **Server Settings** folders in the **Menu** frame.



1 Administrator Function Keys

A user logged in as the administrator can access all the configuration functions available in PA Manager (Web server) (i.e., view and change the PA user's information and the PBX settings).

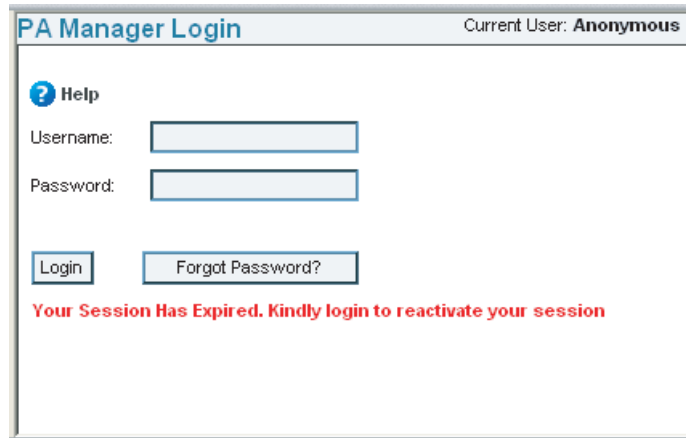
Note

- If either field was left empty or the user name or password were entered incorrectly, the following error message appears, and both fields are cleared.

The screenshot shows the "PA Manager Login" page. The title bar reads "PA Manager Login" and the status bar indicates "Current User: Anonymous". The main content area has a "Help" button and a red error message: "Authentication Failed, Invalid Username or Password!". Below the error message are two input fields: "Username:" and "Password:". At the bottom of the form are two buttons: "Login" and "Forgot Password?".

To log in to PA Manager (Web server), reenter the correct user name and password.

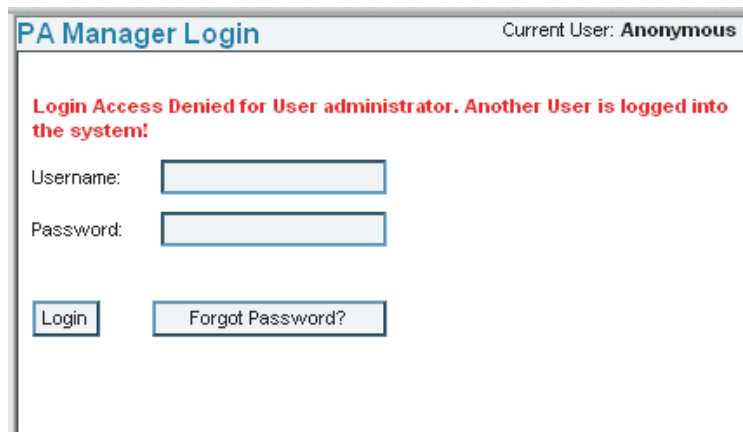
- If you do not use PA Manager (Web server) for more than 5 minutes, you will be logged off automatically.
When you try to use PA Manager (Web server) after being logged off, the following error message appears.



The screenshot shows the PA Manager Login web interface. At the top, the title is "PA Manager Login" and the current user is "Anonymous". Below the title, there is a "Help" link with a question mark icon. The login form includes fields for "Username:" and "Password:". Below these fields are two buttons: "Login" and "Forgot Password?". A red error message is displayed below the buttons: "Your Session Has Expired. Kindly login to reactivate your session".

To continue using PA Manager (Web server), reenter your user name and password, and click **LOGIN**.

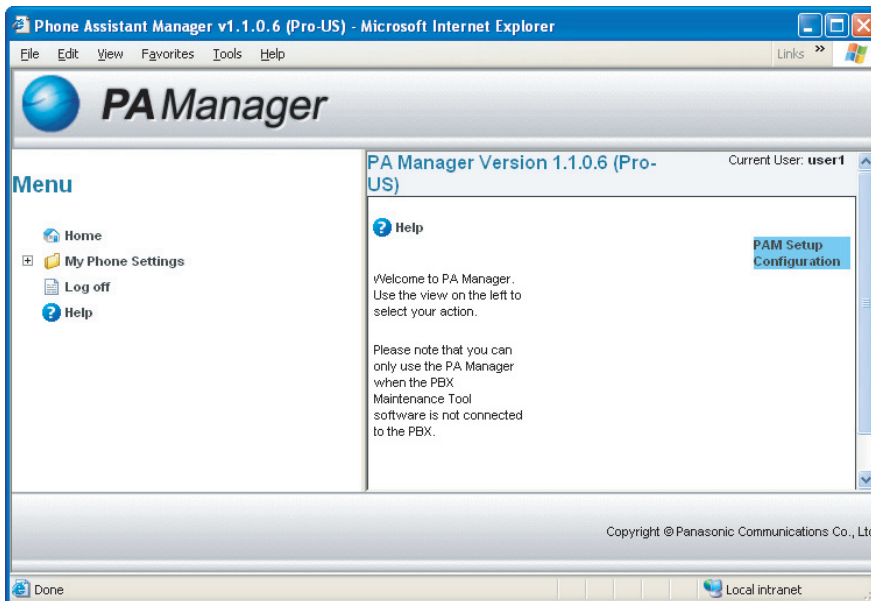
- Only one administrator or PA user can log in at a time. If you try to log in to PA Manager (Web server) when another user has already logged in, the following error message appears.



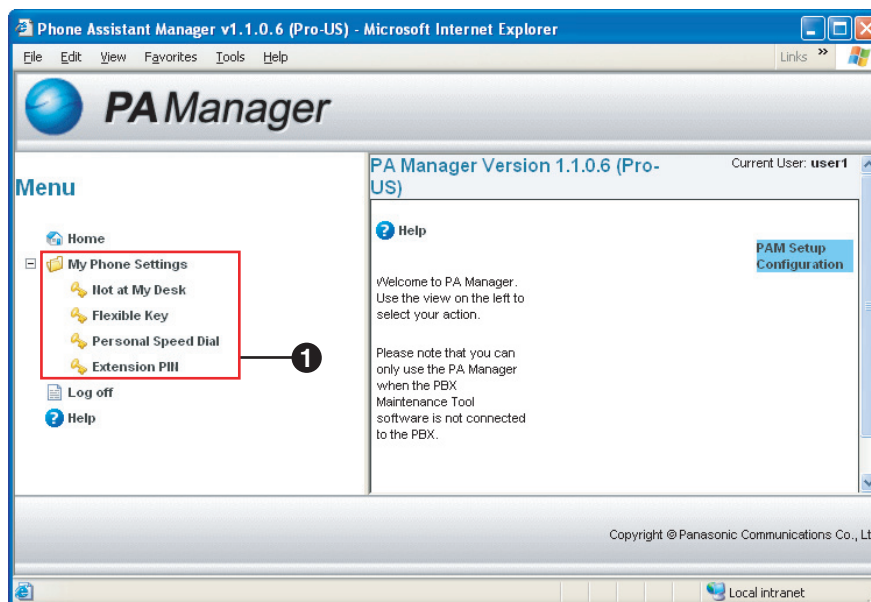
The screenshot shows the PA Manager Login web interface. At the top, the title is "PA Manager Login" and the current user is "Anonymous". Below the title, there is a red error message: "Login Access Denied for User administrator. Another User is logged into the system!". Below the error message, the login form includes fields for "Username:" and "Password:". Below these fields are two buttons: "Login" and "Forgot Password?".

2.2.1.2 When Logged in as a PA User

After logging in as a PA user, the following screen appears.



To view the functions available when logged in as a PA user, click **My Phone Settings** folder in the **Menu** frame.

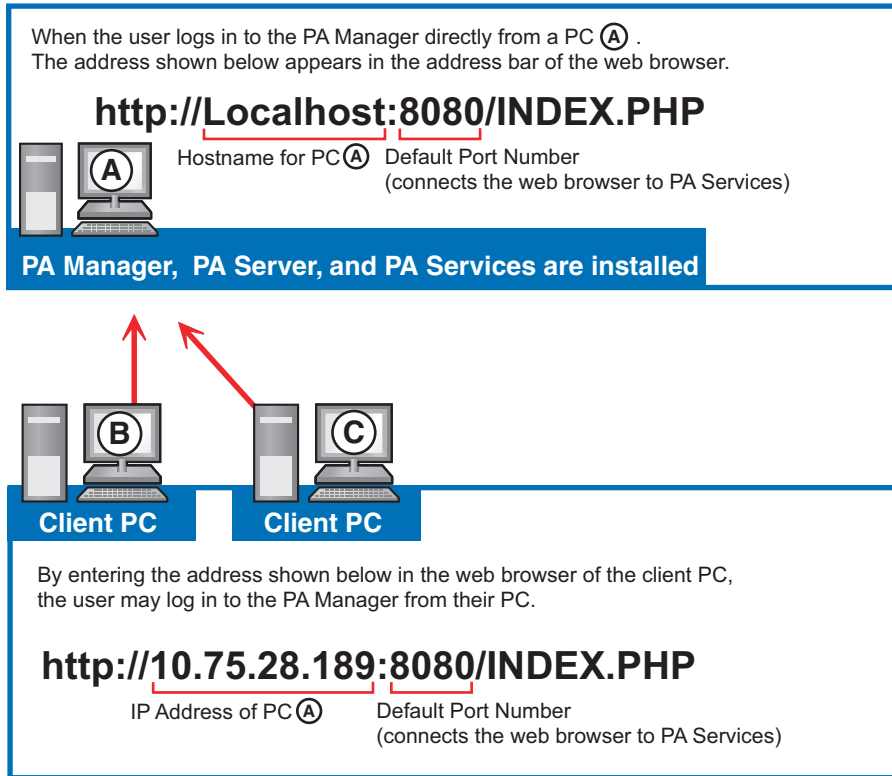


① PA User Function Keys

A PA user has limited access to configuration functions. Therefore, the function keys which appear in the **Menu** frame differ from those of the administrator. Only the **Not at My Desk**, **Flexible Key**, **Personal Speed Dial**, and the **Extension PIN** function keys are available when logged in as a PA user.

2.2.2 To Log in through a Web Browser

PA users on the network may access PA Manager (Web server) from their web browser by entering the address into the address bar (for example, <http://localhost:8080/>). “localhost” is the computer host name of the PC in which PA Manager (Web server) is installed, and “8080” is the port number assigned during installation.

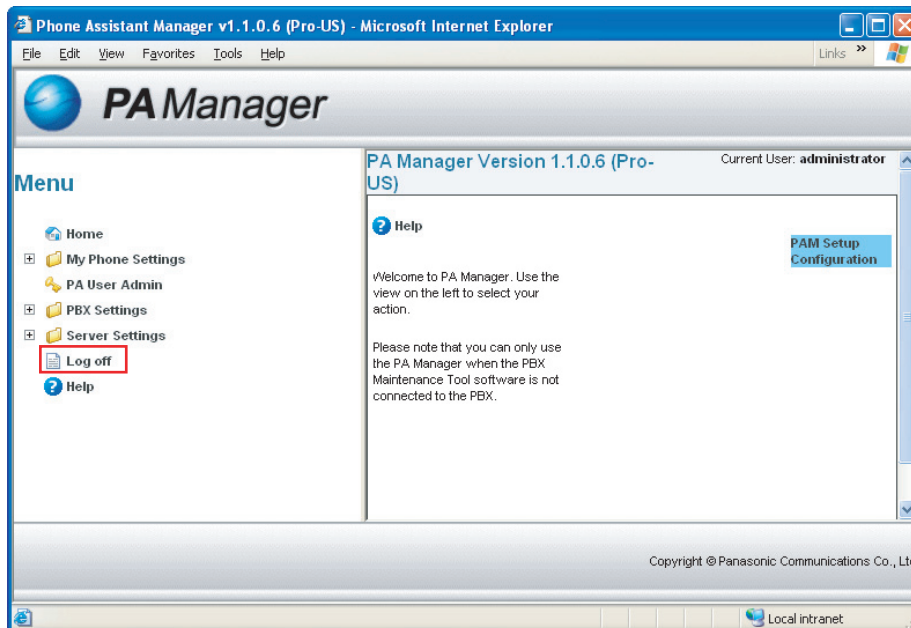


Note

- To access PA Manager (Web server) through a web browser, PA Server (CTI control) and PA Services (Communication interface) must be activated.
- Only one administrator or PA user can log in at a time.

2.2.3 To Log out

1. Click the **Log off** link in the **Menu** frame to log out from PA Manager (Web server).

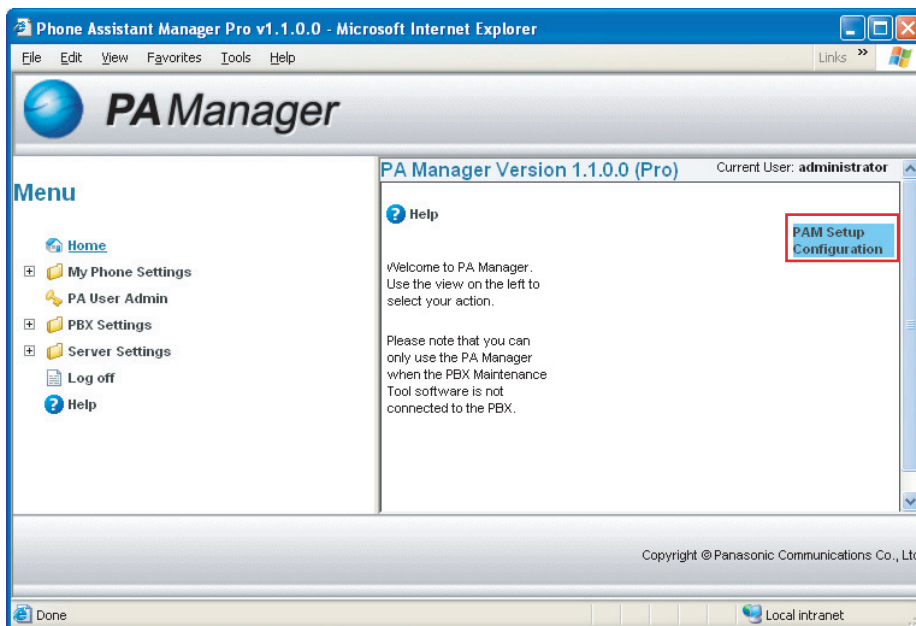


2. Click the **Close** button in the upper-right corner of the window.

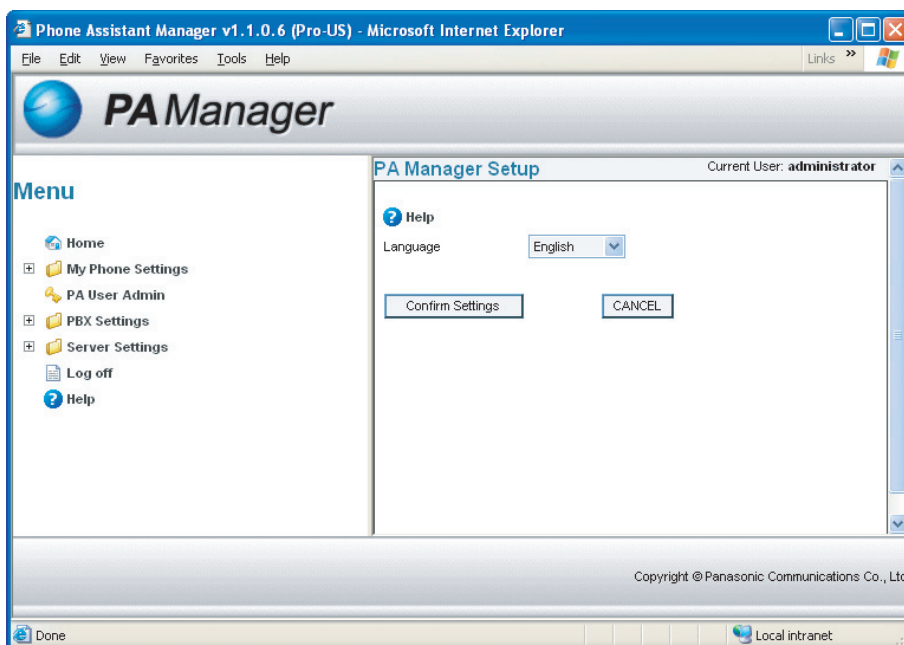
2.3 Language

PA Manager (Web server) allows you to select the desired language.

1. Click the **PAM Setup Configuration** link in the **PA Manager Version** page.



2. Select the desired language from the drop-down list.



3. Click **Confirm Settings**.

Note

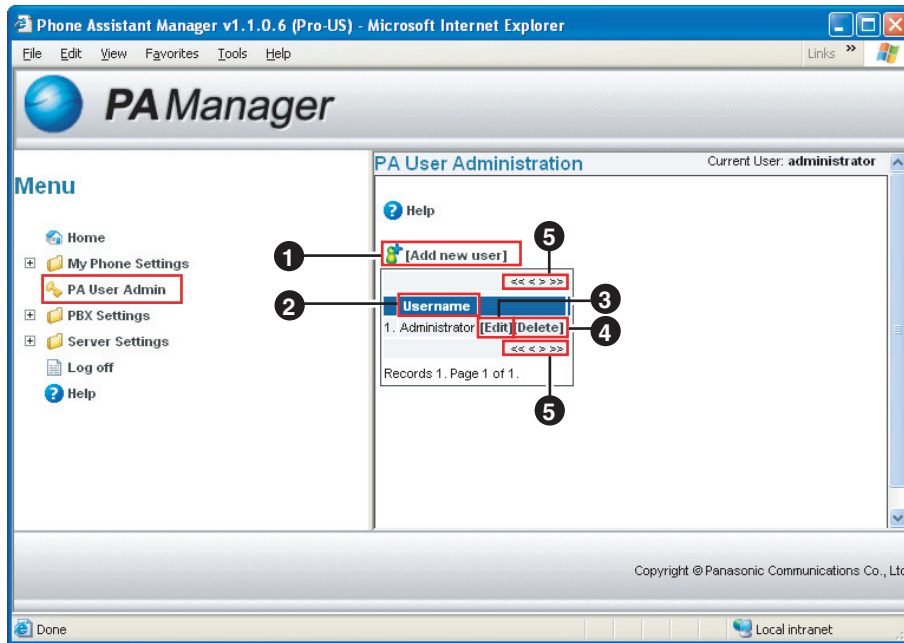
The default language is determined during installation. Refer to the Phone Assistant Series Installation Manual for more information. This screen allows you to change the language even after default language has been selected.

Section 3

Administrator Functions

3.1 Registering a PA User

The administrator can add, edit, and delete a Phone Assistant (PA) user.
Click **PA User Admin** in the **Menu** frame.



- ❶ **[Add new user]:**
Enables you to create other user accounts.
- ❷ **Username:**
Shows registered PA user names.
- ❸ **[Edit]:**
Enables you to modify user account information.
- ❹ **[Delete]:**
Enables you to delete user accounts.
- ❺ **(<<), (<), (>), (>>):**
Changes the **PA User administration** page.

Note

- Up to 25 records can be shown on a page.
- Until other user accounts have been created, only the administrator's information appears in the list.

3.1.1 Adding a New PA User

1. Click the **[Add new user]** link in the **PA User administration** page.

The screenshot shows the 'PA User Administration' interface. At the top right, it says 'Current User: administrator'. On the left, there is a 'Help' icon and a red box around the '[Add new user]' link. Below this is a table with one row: '1. Administrator [Edit][Delete]'. At the bottom, it says 'Records 1. Page 1 of 1.'.

2. Enter the account information.

The screenshot shows the 'Add New User' form. At the top right, it says 'Current User: administrator'. The form contains the following fields and callouts:

- 1: Username input field
- 2: Password input field
- 3: Confirm Password input field
- 4: A table for extensions with columns: Extension Number, Profile Name, Default Profile, and a button 'Extensions List'. The table has five rows: First Extension, Second Extension, Third Extension, Fourth Extension, and Fifth Extension.
- 5: Administrator checkbox
- 6: Supervisor checkbox
- 7: Last Name input field
- 8: First Name input field
- 9: Department input field
- 10: Email input field
- 11: Phone Number (Home) input field
- 12: Phone Number (Mobile) input field
- 13: Notes text area

At the bottom of the form are 'SAVE' and 'CANCEL' buttons.

1 Username:

Used for authentication when a PA user logs in to PA Server (CTI control) to use PA client software. Max.32 characters.

2 Password:

Used for authentication when a PA user logs in to PA Server (CTI control) to use PA client software. Max. 255 characters with an alphanumeric combination.

3 Confirm Password:

Max. 255 characters with an alphanumeric combination

4 Extension Number:

Up to 5 extension numbers for each PA user can be registered. For example, a PA user can use the first extension number with a DPT at his/her office, and use the second extension number with an IP-PT at home.

Profile Name:

Used to show information such as telephone type and place of an extension on the login screen.

Default Profile:

Specifies the primary extension that is used most frequently.

Extensions List:

Opens the page that shows all the extension numbers connected to the PBX.

Note

- If more than one profile setting has been assigned, click the **Default Profile** button next to the profile you wish to be the default profile.
- Instead of manually entering the extension number, it is possible to select the extension number from a list of all of the extension numbers by clicking **Extensions List**. Click the **Select** link to apply the extension number to the **Add/Edit Profile Settings** page.

Profile Settings Extension Number Current User: administrator

	Extension Number	
1.	101	[Select]
2.	102	[Select]
3.	103	[Select]
4.	104	[Select]
5.	105	[Select]
6.	106	[Select]
7.	107	[Select]
8.	108	[Select]
9.	201	[Select]
10.	202	[Select]
11.	203	[Select]
12.	204	[Select]

Records 12. Page 1 of 1.

CANCEL

5 Administrator:

Authorizes a PA user to have administrative privileges. The authorized PA user can view and change all the settings available in PA Manager (Web server).

6 Supervisor:

Authorizes a PA user to access supervisory functions. The authorized PA user can monitor the call status of PA application users.

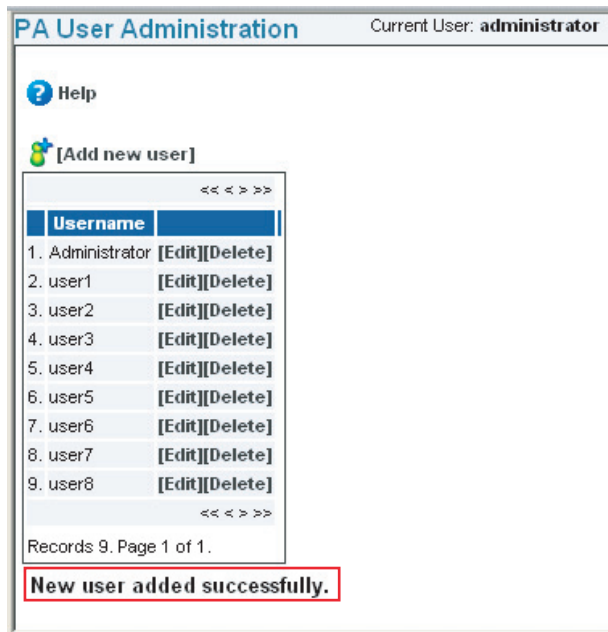
7 Last Name:

Max. 32 characters

8 First Name:

Max. 32 characters

- ⑨ **Department:**
Max. 32 characters
 - ⑩ **Email:**
Max. 200 characters
 - ⑪ **Phone Number (Home):**
Max. 32 characters
 - ⑫ **Phone Number (Mobile):**
Max. 32 characters
 - ⑬ **Notes:**
Max. 1000 characters
3. Click **SAVE** to register the PA user in the database.
The information for the new PA user appears in the **PA User administration** page.



Note

If an email address is set, a welcome message will be sent to the newly registered PA user when **SAVE** is clicked. The welcome message includes information such as the user name and password for the new account.

3.1.2 Editing a PA User

The administrator and PA users with administrative privileges can edit the information for all PA users.

1. Click the **[Edit]** link in the **PA User administration** page.

PA User Administration Current User: administrator

[? Help](#)

[+ \[Add new user\]](#)

Username	
1. Administrator	[Edit] [Delete]
2. user1	[Edit] [Delete]
3. user2	[Edit] [Delete]
4. user3	[Edit] [Delete]
5. user4	[Edit] [Delete]

Records 5. Page 1 of 1.

2. Make the desired changes.

Edit User for user1 Current User: administrator

[? Help](#)

Username Password **1**

Extension Number	Profile Name	Default Profile
First Extension <input type="text" value="101"/> /	<input type="text" value="DPT"/>	<input type="radio"/> Extensions List
Second Extension <input type="text" value="102"/> /	<input type="text" value="Soft Phone"/>	<input type="radio"/> Extensions List
Third Extension <input type="text"/> /	<input type="text"/>	<input type="radio"/> Extensions List
Fourth Extension <input type="text"/> /	<input type="text"/>	<input type="radio"/> Extensions List
Fifth Extension <input type="text"/> /	<input type="text"/>	<input type="radio"/> Extensions List

Administrator ☐ Supervisor ☒

Last Name First Name

Department Email

Phone Number (Home) Phone Number (Mobile)

Notes

- 1 Change Password:**
Changes the current password.
1. Click **Change Password**.

2. Enter a **New Password**, and reenter the new password in the **Confirm Password** field.

3. Click **SAVE PASSWORD**.

Note

Current Password only needs to be entered when the administrator is changing his/her password.

3. Click **SAVE** when finished.

Note

- If an email address is set, a notification message will be sent to inform the PA user of the modifications when **SAVE** is clicked.

3.1.3 Deleting a PA User

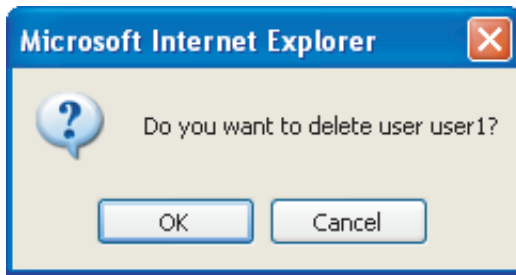
The administrator and PA users with administrative privileges can delete PA users from the system.

1. Click the **[Delete]** link in the **PA User administration** page.

Username	
1. Administrator	[Edit] [Delete]
2. user1	[Edit] [Delete]
3. user2	[Edit] [Delete]
4. user3	[Edit] [Delete]
5. user4	[Edit] [Delete]

3.1.3 Deleting a PA User

The following screen appears.



2. Click **OK**.

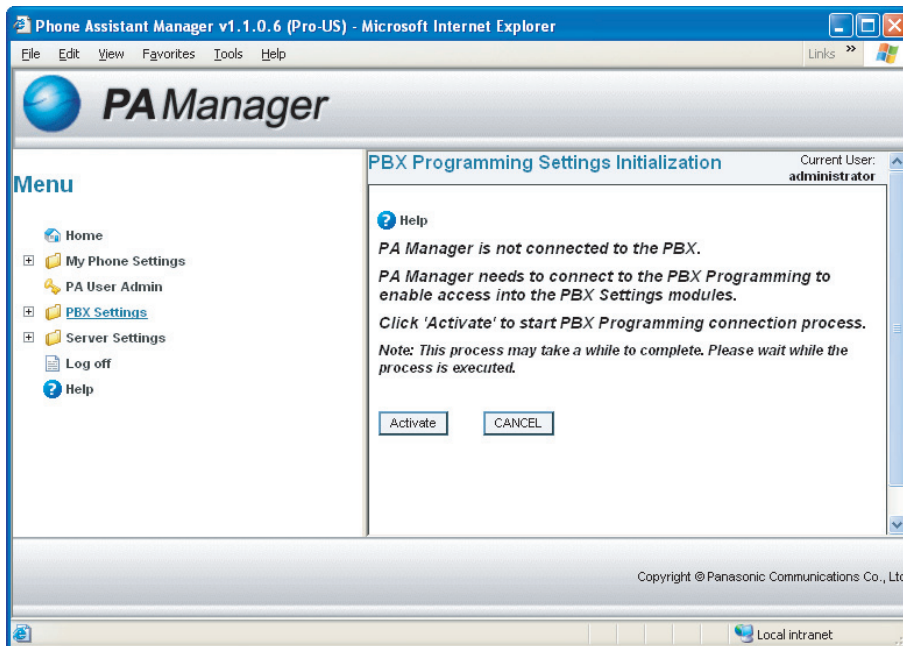
3.2 PBX settings

IMPORTANT

The administrator and PA users with administrative privileges may change the PBX settings using PA Manager (Web server). Please refer to the Panasonic Hybrid IP-PBX manuals regarding details on PBX features and settings.

3.2.1 PBX Programming Settings Initialization

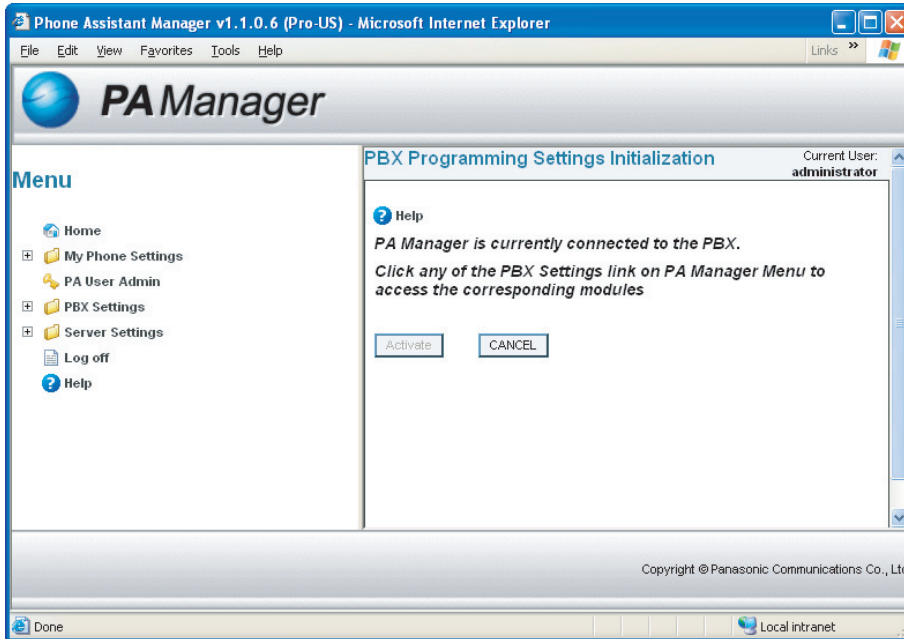
1. Click **PBX settings** or any function link in PBX settings. The following information appears.



2. Click **Activate**.

3.2.2 System Date/Time

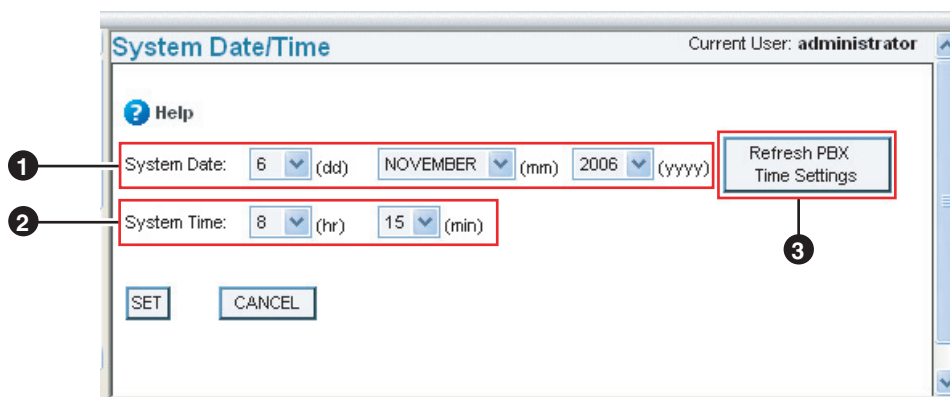
When PA Manager (Web server) is connected to PBX through PA Server (CTI control) using KX-TDA PC Maintenance Console interface, the following message will be displayed.



3.2.2 System Date/Time

The administrator and PA users with administrative privileges may change the date and time of the PBX. The date and time appear on the telephone display.

1. Click **System Date Time** in the **Menu** frame. The following information appears.

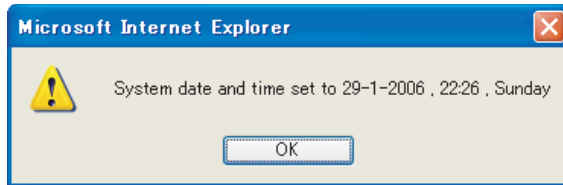


- 1 System Date:**
Specifies the date, month and year.
- 2 System Time:**
Specifies the hour and minute.
- 3 Refresh PBX Time Settings:**
Enables to update the date and time settings according to that of the connected PBX.

2. Set the System Date and the System Time using the drop-down lists.
System Date: Date (**dd**), Month (**mm**), and Year (**yyyy**)

System Time: Hour (hr) and Minute (min)

- Click **SET**. The following screen appears.

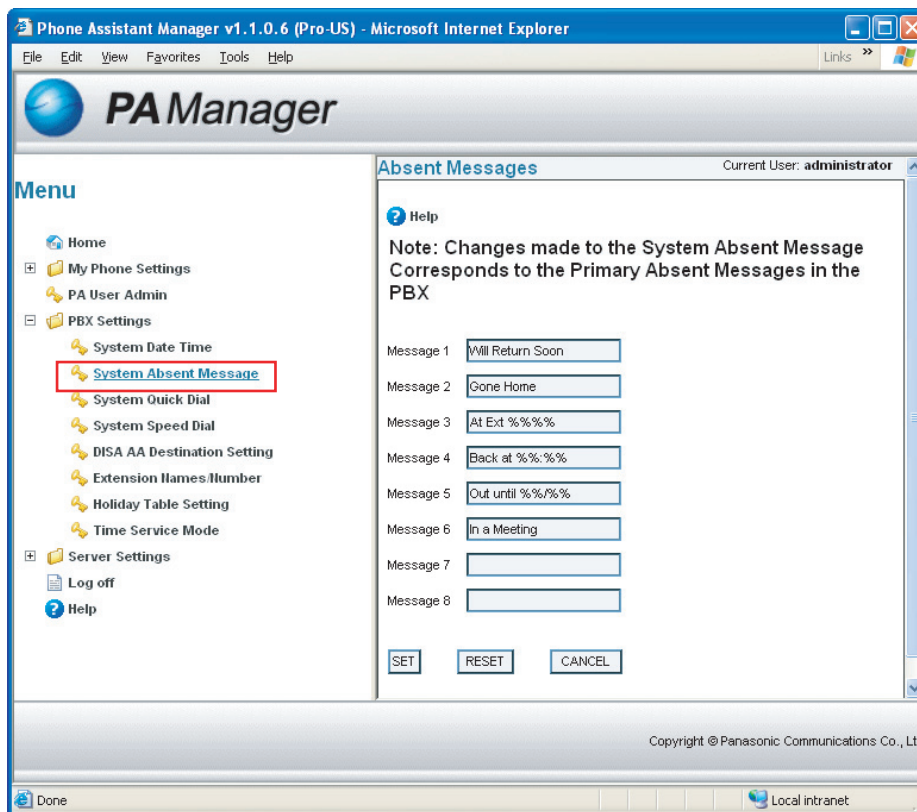


- Click **OK**.

3.2.3 System Absent Message

The administrator and PA users with administrative privileges may set and change a maximum of 8 Absent Messages. This feature allows called users to assign messages to appear on a caller's extension.

- Click **System Absent Message** in the **Menu** frame.



- To change the message, edit the existing message in the field.
To delete the message, highlight the message in the field and delete it.

Note

A maximum of 16 characters may be entered in each field.

- Click **SET** to update the **Absent Message** setting.

Note

- Click **RESET** to reset all the absent messages to the default messages of the PBX.
- Click **CANCEL** to abort editing the **Absent Message** setting.

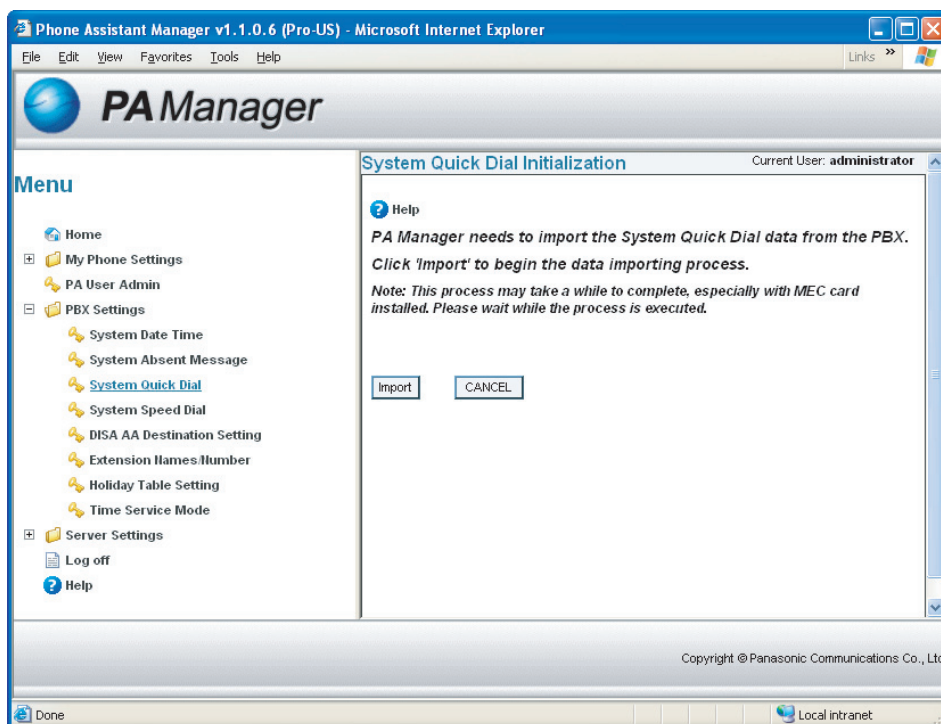
3.2.4 System Quick Dial

The administrator and PA users with administrative privileges may assign abbreviated numbers in the **Dial Number** column which are used to call extensions or outside parties without having to dial their full numbers.

IMPORTANT

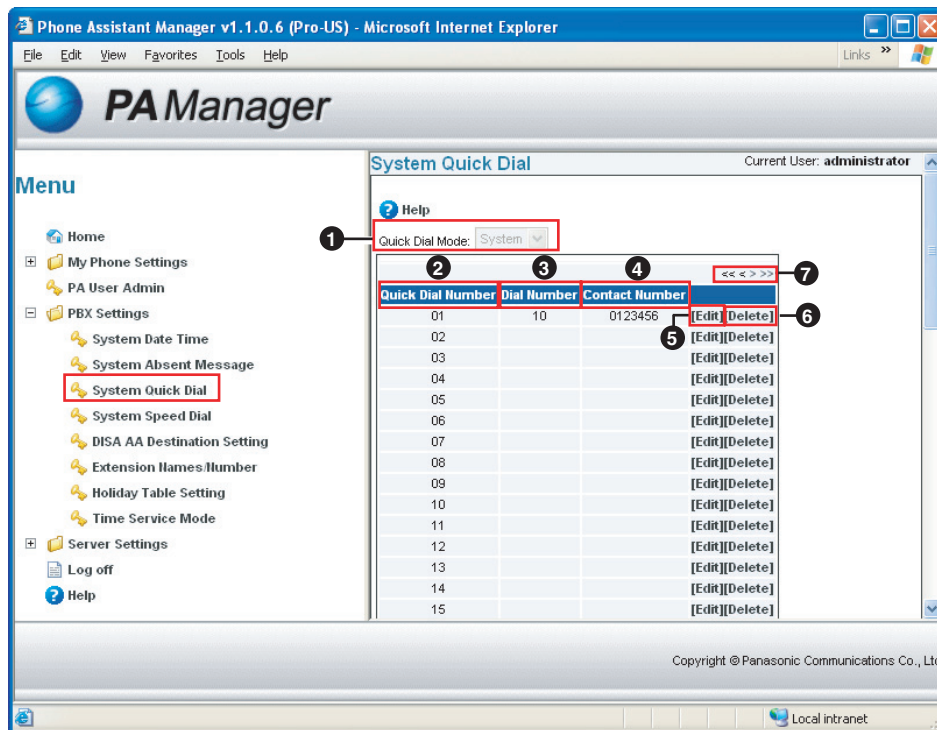
To access the System Quick Dial function, you need to import the System Quick Dial data from the PBX by following the procedure below.

1. Click **System Quick Dial**. The following information appears.



2. Click **Import**.

The following information appears.



1 Quick Dial Mode:

Only available when an MEC/EMEC card is installed in the PBX.

- When **System** appears dimmed, a maximum of 80 Quick Dial numbers can be programmed. If an MEC/EMEC card is installed in the PBX, the drop-down list is activated. If **MEC** is selected from the drop-down list, a maximum of 4000 (with KX-TDA100/KX-TDA200/KX-TDA600) or 1000 (with the KX-TDA50) Quick Dial numbers can be programmed.

2 Quick Dial Number:

Shows the location number.

3 Dial Number:

Specifies the quick dialing number.

4 Contact Number:

Specifies the number to be dialed when the corresponding **Dial Number** is entered.

5 [Edit]:

Allows you to change the corresponding **Dial Number** and **Contact Number** settings.

6 [Delete]:

Deletes the corresponding **Quick Dial Number** setting.

7 (<<), (<), (>), (>>):

Changes the **System Quick Dial** page.

Note

Up to 50 **Quick Dial Number** settings can be displayed on one page.

3.2.4.1 Editing System Quick Dial

The administrator and PA users with administrative privileges may add and change the **Quick Dial Number** settings.

- Click the **[Edit]** link next to the desired **Quick Dial Number**.

2. Enter the desired **Dial Number** (max. 4 digits without an MEC/EMEC card or max. 8 digits with an MEC/EMEC card) and the **Contact Phone Number** (max. 32 digits) into the corresponding fields.

Edit Quick Dial Current User: administrator

? Help

Currently Edited Quick Dialing Number

Dial Number (4 digits)

Contact Phone Number (32 digits)

3. Click **SAVE**.
The updated information appears in the table as indicated below.

System Quick Dial Current User: administrator

? Help

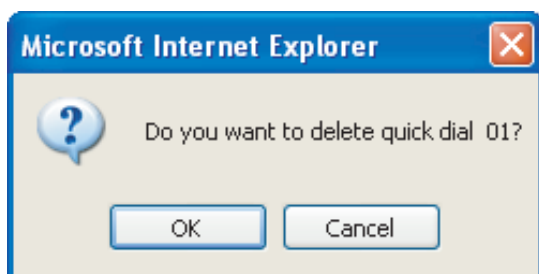
Quick Dial Mode:

Quick Dial Number	Dial Number	Contact Number	
01	10	0123456	[Edit][Delete]
02			[Edit][Delete]
03			[Edit][Delete]

3.2.4.2 Deleting System Quick Dial

The administrator and PA users with administrative privileges may delete all the **Quick Dial Number** settings.

1. Click the **[Delete]** link next to the desired **Quick Dial Number**.
A confirmation dialogue box will be displayed.



2. Click **OK** to confirm the deletion.

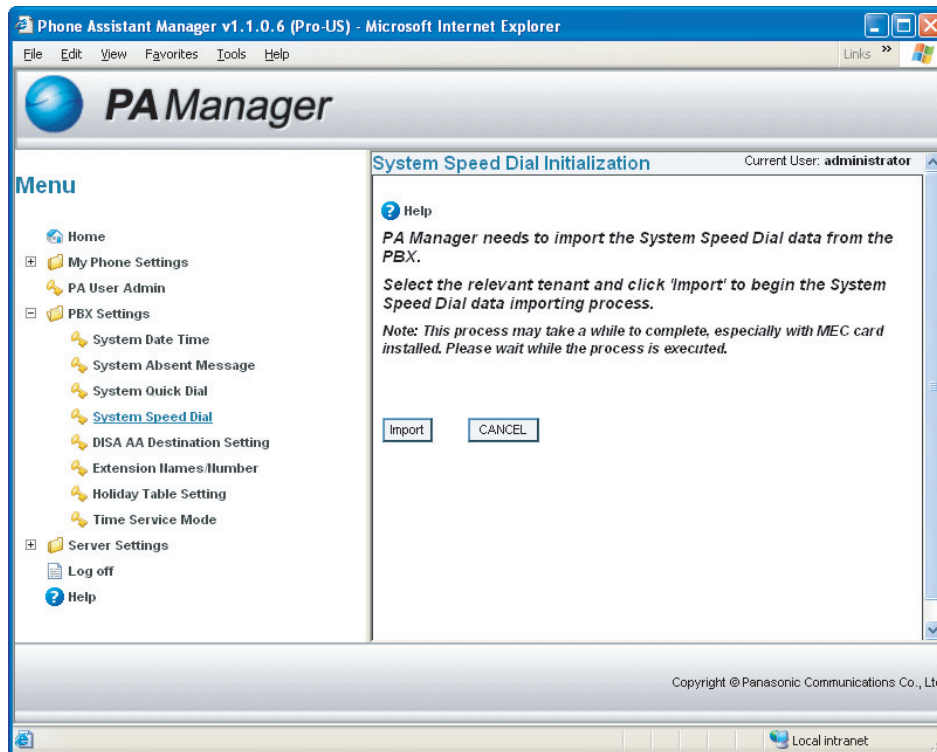
3.2.5 System Speed Dial

The administrator and PA users with administrative privileges may add, edit, and delete System Speed Dial numbers available for all extension users.

IMPORTANT

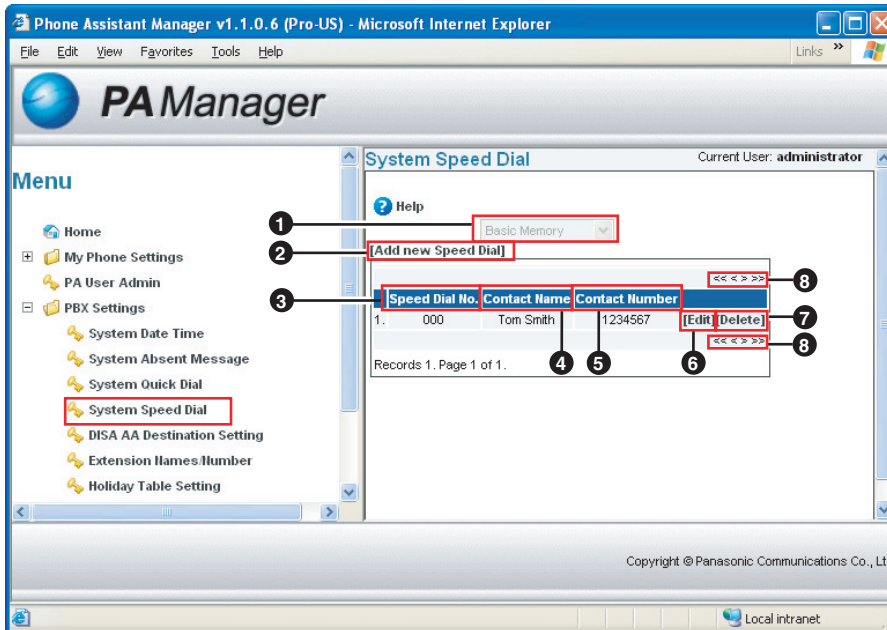
To access the System Speed Dial function, you need to import the System Speed Dial data from the PBX by following the procedure below.

1. Click **System Speed Dial**. The following information appears.



2. Click **Import**.

The following information appears.



1 System Speed Dial Table:

Only available when an MEC/EMEC card is installed in the PBX.

- **For KX-TDA50**

When **Basic Memory** appears dimmed, only the standard System Speed Dial table is available. If an MEC card is installed in the PBX, the drop-down list is activated, and you can select **Expanded Memory** from the drop-down list and access an additional System Speed Dial table.

- **For KX-TDA100/KX-TDA200/KX-TDA600**

When **System** appears dimmed, only the standard System Speed Dial table is available. If an MEC/EMEC card is installed in the PBX, the drop-down list will be activated, and you can select **Expanded Memory for Tenant 1–Expanded Memory for Tenant 8** from the drop-down list and access an additional System Speed Dial table.

2 [Add new Speed Dial]:

Allows you to add a new System Speed Dial setting.

3 Speed Dial No.:

Shows the location number.

4 Contact Name:

Specifies the name of the System Speed Dial number.

5 Contact Number:

Specifies the number to be dialed by the System Speed Dial number.

6 [Edit]:

Allows you to change the corresponding System Speed Dial setting. This link appears after a System Speed Dial is set.

7 [Delete]:

Deletes the corresponding System Speed Dial setting. This link appears after a System Speed Dial is set.

8 (<<), (<), (>), (>>):

Changes the **System Speed Dial** page.

Note

Up to 50 **System Speed Dial** settings can be displayed on one page.

3.2.5.1 Adding System Speed Dial

The administrator and PA users with administrative privileges may add new System Speed Dial numbers.

1. Click the **[Add new Speed Dial]** link in the **System Speed Dial** page.
2. Select a desired System Speed Dial number from the **Available System Speed Dialing Numbers** drop-down list.

3. Enter the **Contact Name** (max. 20 characters) and the **Contact Phone Number** (max. 32 digits) into each field.
4. Click **SAVE**.

3.2.5.2 Editing System Speed Dial

The administrator and PA users with administrative privileges may change System Speed Dial numbers.

1. Click the **[Edit]** link in the **System Speed Dial** page.
2. Apply the desired changes to the corresponding fields.

3. Click **SAVE**.

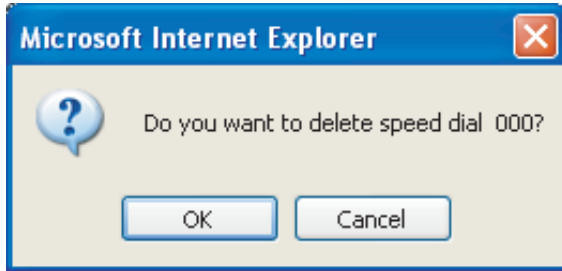
Note

The updated information appears in the table. When a System Speed Dial number has been changed, the other PA applications retrieve the new information.

3.2.5.3 Deleting System Speed Dial

The administrator and PA users with administrative privileges may delete System Speed Dial numbers.

1. Click the **[Delete]** link in the **System Speed Dial** page.
A confirmation dialogue box will be displayed.

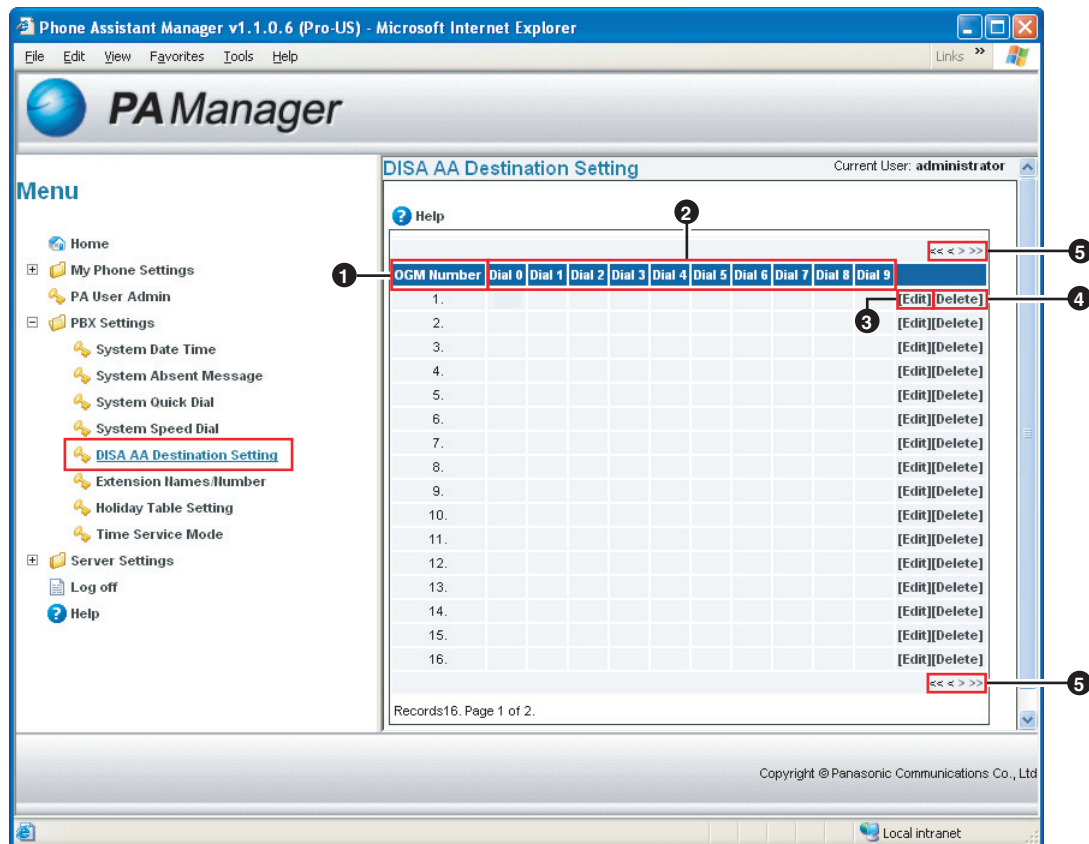


2. Click **OK** to confirm the deletion.

3.2.6 DISA AA Destination Setting

The administrator and PA users with administrative privileges may assign the DISA AA number for the prerecorded outgoing messages (OGMs).

Click **DISA AA Destination Setting** in the **Menu** frame. The following information appears.



1. **OGM Number:**
Shows the prerecorded outgoing message number.

- ② **Dial (0–9):**
Specifies the destination for each DISA Automated Attendant (AA) number.
- ③ **[Edit]:**
Changes the destination for the DISA AA number.
- ④ **[Delete]:**
Deletes the destination for the DISA AA number.
- ⑤ **(<<), (<), (>), (>>):**
Displays the DISA AA Destination Setting page.

Note

Up to 64 OGM Numbers may be stored.

3.2.6.1 Editing DISA AA Destination Settings

The administrator and PA users with administrative privileges may change destinations for each DISA AA number.

1. Click the **[Edit]** link in the **DISA AA Destination Setting** page.
2. Enter extension numbers to be assigned as destinations into the corresponding fields.

The screenshot shows a web-based dialog box titled "Add/Edit OGM Number" with a subtitle "Current User: administrator". The dialog contains a "Help" icon, a label "OGM Number :" followed by a text input field containing the number "1". Below this is a grid of ten text input fields, each preceded by a label: "Dial 0", "Dial 1", "Dial 2", "Dial 3", "Dial 4", "Dial 5", "Dial 6", "Dial 7", "Dial 8", and "Dial 9". At the bottom left is a "SAVE" button, and at the bottom right is a "CANCEL" button. The dialog has a standard scroll bar on the right side.

3. Click **SAVE** to store.

Note

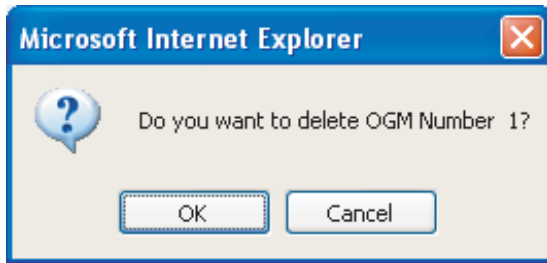
The updated information appears in the table.

3.2.6.2 Deleting OGM Number

The administrator and PA users with administrative privileges may delete the DISA AA destinations for the outgoing messages (OGMs).

1. Click the **[Delete]** link in the **DISA AA Destination Setting** page.

A confirmation dialogue box will be displayed.

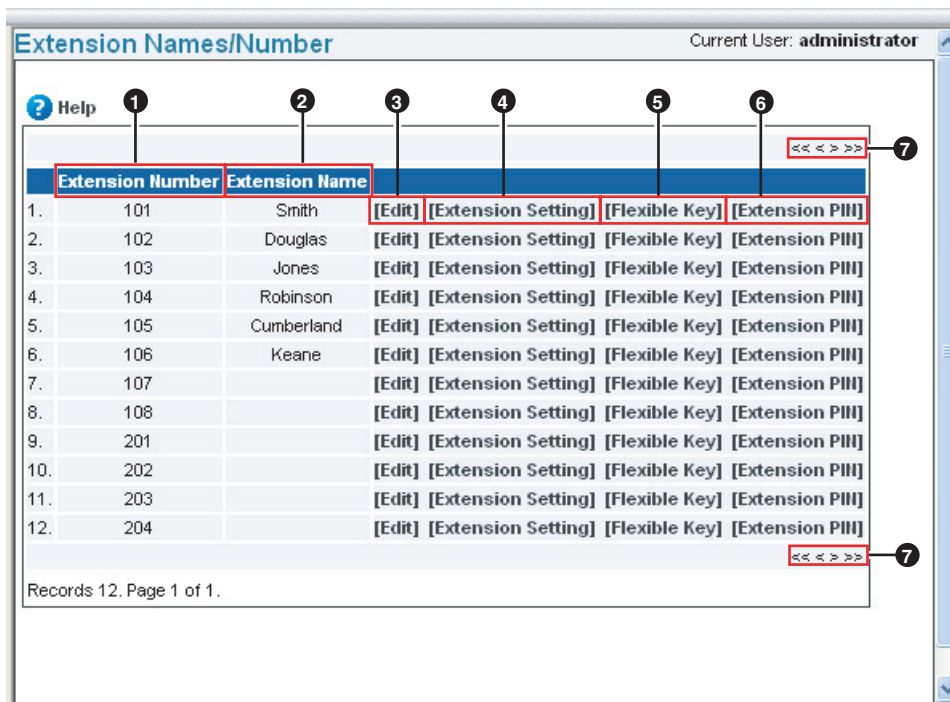


2. Click **OK** to confirm the deletion.

3.2.7 Extension Names/Number

The administrator and PA users with administrative privileges may assign names and numbers to extensions. It is also possible to assign and edit various settings for each extension.

Click **Extension Names/Number** in the **Menu** frame. The following information appears.



- 1 Extension Number:**
Specifies the extension number of the extension. Max. 5 digits.
- 2 Extension Name:**
Specifies the name of the extension. Max. 20 characters.
- 3 [Edit]:**
Changes the Extension Name.
- 4 [Extension Setting]:**
Configures the extension settings for the extension.
- 5 [Flexible Key]:**
Assigns flexible CO buttons.
- 6 [Extension PIN]:**
Changes the PIN code for the extension.

7 (<<), (<), (>), (>>):

Changes the **Extension Names/Number** page.

Note

Up to 50 **Extension Names/Number** settings can be displayed on one page.

3.2.7.1 Editing Extension Names

The administrator and PA users with administrative privileges may change extension names.

1. Click the **[Edit]** link in the **Extension Names/Number** page.
2. Enter the desired **Extension Name** (max. 20 characters) into the field.

The screenshot shows a web-based configuration window titled "Extension Names/Number". In the top right corner, it says "Current User: administrator". The main area contains a "Help" icon (a question mark in a blue circle). Below it are two input fields: "Extension Number (5 digits)" with the value "101" and "Extension Name (20 characters)" with the value "Tom Smith". To the right of the "Extension Name" field is a button labeled "CLEAR NAME". At the bottom left of the form area are two buttons: "SAVE" and "CANCEL".

3. Click **SAVE**.

Note

To update the extension name change, the administrator must reboot PA Server (CTI control).

3.2.7.2 Extension Setting

The administrator and PA users may change extension settings. For example, a PA user who has left the office and forgotten to configure the phone forwarding option can log in to PA Manager (Web server) and configure this option remotely. The administrator can change the settings for all extensions. PA users can change some settings for their own extension.

1. Click the **[Extension Setting]** link in the **Extension Names/Number** page.

2. Make the changes into the following fields.

Not at My Desk Current User: administrator

1 Username

2 Extension 101

3 Internal FWD/DND Not Set

4 External FWD/DND Not Set

Absent Message

SET CANCEL

1 Username:

Only available when a PA user accesses from My Phone Settings.
Username shows the user name that was registered in the PA User Admin function (Read only).

2 Extension:

Specifies the number of the extension.

3 Internal & External FWD/DND:

Forwards or refuses an incoming internal/external call.
The following settings can be set for internal and external calls.

Call Forwarding (FWD)

Forwards incoming calls to another extension, voice mail or outside party (mobile phone, home telephone etc.) depending on the type of forward setting that is assigned. The following types of FWD settings are available:

- Always
- On Busy
- On No Answer
- On Busy/No Answer

To set Call Forwarding, select the desired FWD settings using the drop-down lists, and enter a specified destination number.

Do Not Disturb (DND)

Incoming calls will not arrive at the extension. To set Do Not Disturb, select **Don't Disturb** using the drop-down lists.

4 Absent Message:

Specifies the Personal Absent Message which, unlike the System Absent Message, can be customized for each extension.

3. Click **SET** to store the Extension Settings.

3.2.7.3 Flexible Key

The administrator and PA users with administrative privileges may assign flexible CO buttons.

1. Click the **[Flexible Key]** link in the **Extension Names/Number** page.

The following information appears.

Flexible Key Setting, Extension : 101 Current User: administrator

[? Help](#)

	Type	Param	Option	Ext. No. / Floating Ext No.	Dial (Max. 32 Digits)	Ext. No. of Mailbox
1.	Single CO	1	1			
2.	Single CO	2	1			
3.	Single CO	3	1			
4.	Single CO	4	1			
5.	Single CO	5	1			
6.	Single CO	6	1			
7.	Single CO	7	1			
8.	Single CO	8	1			
9.	Single CO	9	1			
10.	Single CO	10	1			
11.	Single CO	11	1			
12.	Single CO	12	1			
13.	Not Stored		1			
14.	Not Stored		1			
15.	Not Stored		1			
16.	Not Stored		1			
17.	Not Stored		1			
18.	Not Stored		1			
19.	Not Stored		1			
20.	Not Stored		1			
21.	Not Stored		1			

Type:

- **Loop CO (Administrator only)**
Used to access an idle trunk for making calls. Incoming calls from any trunk arrive at this button. No additional parameter is required.
- **Single CO (Administrator only)**
Used to access a specified trunk for making or receiving calls. Select the outside line number from **Param**.
- **Group CO (Administrator only)**
Used to access an idle trunk in a specified trunk group for making calls. Select the outside line group number from **Param**.
- **DSS/BLF (Direct Station Selection)**
Used to access an extension with one touch. Enter the desired extension number (max. 4 digits for KX-TDA50/KX-TDA100/KX-TDA200 or max. 5 digits for KX-TDA600) in the **Ext. No./Floating Ext No.** field.
- **One-touch (One-touch Dialing)**
Used to access a preprogrammed party or feature with one touch. Enter the desired one-touch dialing number in the **Dial (Max. 32 digits)** field.
- **Call Park**
Used to park or retrieve a call in the preset PBX parking zone. Select **Automatic** or **Specific** from **Param**. When **Specific** is assigned, select the desired parking zone number from **Option**.
- **Log-in/Log-out**
Used to switch between log-in and log-out mode. Select **All** or **Incoming Group** from the **Param**. When **Incoming Group** is selected, enter the desired floating extension number of the incoming call distribution group (max. 4 digits for KX-TDA50/KX-TDA100/KX-TDA200 or max. 5 digits for KX-TDA600) in the **Ext. No./Floating Ext No.** field.

- **Hurry-up (Administrator only)**
Used to redirect the longest waiting call in the queue of an incoming call distribution group to the overflow destination. Enter the desired floating extension number (max. 4 digits for KX-TDA50/KX-TDA100/KX-TDA200 or max.5 digits for KX-TDA600).
- **Wrap-up (Administrator only)**
Used to switch between Wrap-up, Not Ready, and Ready modes. No additional parameter is required.
- **Check In (Administrator only)**
Used to switch the status of extensions from Check-out to Check-in. No additional parameter is required.
- **Check Out (Administrator only)**
Used to switch the status of the extensions from Check-in to Check-out. No additional parameter is required.
- **Two-way Record^{*1}**
Used to record a conversation into your own mailbox. Enter the floating extension number of the Voice Processing System (VPS) (max. 4 digits for KX-TDA50/KX-TDA100/KX-TDA200 or max. 5 digits for KX-TDA600) into the **Ext. No./Floating Ext No.** field.
- **Two-way Transfer^{*1}**
Used to record a conversation into the mailbox of a specified extension. Enter the floating extension number of the VPS (max. 4 digits for KX-TDA50/KX-TDA100/KX-TDA200 or max. 5 digits for KX-TDA600) into the **Ext. No./Floating Ext No.** field, and then enter the mailbox number of the VPS (max. 4 digits for KX-TDA50/KX-TDA100/KX-TDA200 or max. 5 digits for KX-TDA600) into the **Ext. No.of Mailbox** field.

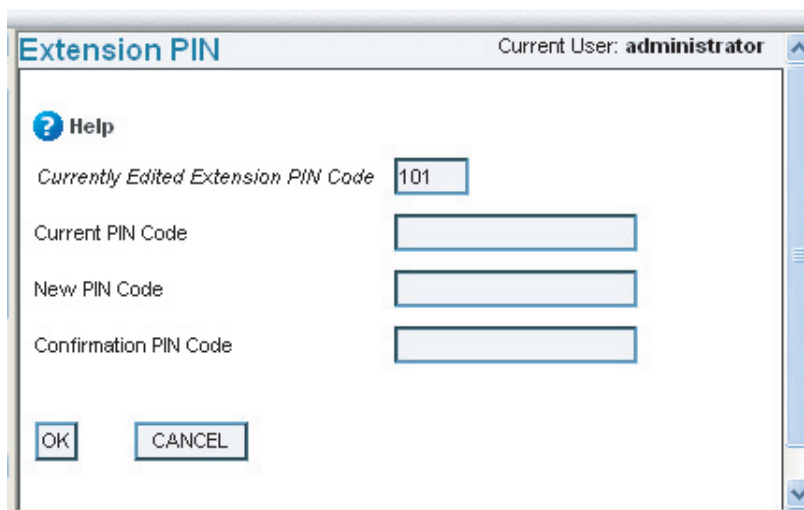
^{*1} To assign this button, a Panasonic VPS (e.g., KX-TVA series) is required.

2. Click **SET**.

3.2.7.4 Extension PIN

The administrator and PA users with administrative privileges may change the PIN code for an extension.

1. Click the **[Extension PIN]** link.
2. Enter the **Current PIN Code**, the **New PIN Code**, and reenter the new PIN code in the **Confirmation PIN Code** field.



3. Click **OK**.

3.2.8 Holiday Table Setting

The administrator and PA users with administrative privileges may assign a specific time mode (day, night, lunch, or break) for operation during holidays.

1. Click **Holiday Table Setting** in the **Menu** frame.
The **Holiday Table Setting** page is displayed.

Holiday Table Setting

Current User: administrator

?

Help

Holiday Mode ☒ Day ☐ Lunch ☐ Break ☐ Night

Holiday Table					
No.	Setting	Start Date		End Date	
		Month	Day	Month	Day
1	Enabled	1	1	1	2
2	Disabled	1	1	1	1
3	Disabled	1	1	1	1
4	Disabled	1	1	1	1
5	Disabled	1	1	1	1
6	Disabled	1	1	1	1
7	Disabled	1	1	1	1
8	Disabled	1	1	1	1
9	Disabled	1	1	1	1
10	Disabled	1	1	1	1
11	Disabled	1	1	1	1
12	Disabled	1	1	1	1
13	Disabled	1	1	1	1
14	Disabled	1	1	1	1
15	Disabled	1	1	1	1
16	Disabled	1	1	1	1
17	Disabled	1	1	1	1
18	Disabled	1	1	1	1
19	Disabled	1	1	1	1
20	Disabled	1	1	1	1
21	Disabled	1	1	1	1
22	Disabled	1	1	1	1
23	Disabled	1	1	1	1
24	Disabled	1	1	1	1

SET

CANCEL

2. Select a desired holiday mode (Day/Lunch/Break/Night).

?

Day ☐ Lunch ☐ Break ☐ Night

3. Select **Enabled** or **Disabled** in the **Setting** column.
4. Specify the starting and ending dates using the drop-down lists.
5. Click **SET** to store the settings.

Note

A confirmation message is displayed in the **Holiday Table Setting** page to indicate that the setting has been updated.

Holiday Table Setting

Current User: administrator

Help

Holiday Time Table has been set

Holiday Mode

☒ Day ☐ Lunch ☐ Break ☐ Night

Holiday Table					
No.	Setting	Start Date		End Date	
		Month	Day	Month	Day
1	Enabled	1	1	1	2
2	Disabled	1	1	1	1
3	Disabled	1	1	1	1

3.2.9 Time Service Mode

The administrator and PA users with administrative privileges may assign the start and end times of the 4 time modes (day, night, lunch, and break).

Click **Time Service Mode** in the **Menu** frame. The following information appears.

Time Service Mode

Current User: administrator

Help

Time Table No: Table 1

Time Setting (T)

Start Time: End Time:

Day Lunch Night Break

Time Service Switching

☐ Automatic ☒ Manual

	AM											PM												
	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Sunday																								
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								

SET

CANCEL

- 1 Time Table No.:

Specifies the desired time table to be displayed.
- 2 Time Setting (T):

Opens the Time Settings Selection(Day/Lunch/Night)page.
- 3 Start time and End Time:

The start and end time for each time mode can be changed by dragging the edge of the corresponding color bar to the desired time.
- 4 Time Service Switching:

Specifies whether time modes will be switched manually or automatically.

Note

Switching time modes manually is possible only from an authorized extension, determined by the COS of the extension.

3.2.9.1 Editing Time Table Settings

The administrator and PA users with administrative privileges may change the start and end times of the 4 different modes (day, night, lunch, and break).

1. Click **Time Setting (T)** in the **Time Service Mode** page.
2. Select the desired time (**Hour** and **Minute**) for each time mode.

Time Settings Selection(Day/Lunch/Night) Current User: administrator

[? Help](#)

	Day 1 Start			Lunch Start			Day 2 Start			Night Start		
	Setting	Hour	Minute	Setting	Hour	Minute	Setting	Hour	Minute	Setting	Hour	Minute
Sunday	Enabled	9	0	Disabled	12	0	Disabled	13	0	Enabled	17	0
Monday	Enabled	9	0	Disabled	12	0	Disabled	13	0	Enabled	17	0
Tuesday	Enabled	9	0	Disabled	12	0	Disabled	13	0	Enabled	17	0
Wednesday	Enabled	9	0	Disabled	12	0	Disabled	13	0	Enabled	17	0
Thursday	Enabled	9	0	Disabled	12	0	Disabled	13	0	Enabled	17	0
Friday	Enabled	9	0	Disabled	12	0	Disabled	13	0	Enabled	17	0
Saturday	Enabled	9	0	Disabled	12	0	Disabled	13	0	Enabled	17	0

3. Click **APPLY** to store the time setting.
4. Click **OK** to return to the Time Service Mode page.
5. Click **SET** to store the time table.

3.2.9.2 Editing Break Setting

The administrator and PA users with administrative privileges may set and change the break time.

1. Click **Time Setting (T)** in the **Time Service Mode** page.
2. Click **Time Setting (T) [Break Settings]**.

3. Select the desired break time (**Hour** and **Minute**) for each time mode.

Time Settings Break

Current User: administrator

Help

	Break 1 Start			Break 1 End		Break 2 Start			Break 2 End		Break 3 Start			Break 3 End	
	Setting	Hour	Minute	Hour	Minute	Setting	Hour	Minute	Hour	Minute	Setting	Hour	Minute	Hour	Minute
Sunday	Disabled	0	0	0	0	Disabled	0	0	0	0	Disabled	0	0	0	0
Monday	Disabled	0	0	0	0	Disabled	0	0	0	0	Disabled	0	0	0	0
Tuesday	Disabled	0	0	0	0	Disabled	0	0	0	0	Disabled	0	0	0	0
Wednesday	Disabled	0	0	0	0	Disabled	0	0	0	0	Disabled	0	0	0	0
Thursday	Disabled	0	0	0	0	Disabled	0	0	0	0	Disabled	0	0	0	0
Friday	Disabled	0	0	0	0	Disabled	0	0	0	0	Disabled	0	0	0	0
Saturday	Disabled	0	0	0	0	Disabled	0	0	0	0	Disabled	0	0	0	0

APPLY

OK

CANCEL

4. Click **APPLY** to store the break settings.
5. Click **OK** to return to the Time Service Mode page.
6. Click **SET** to store the time table.

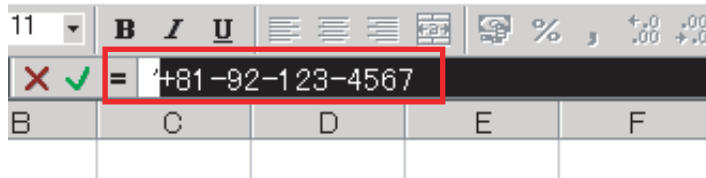
3.3 Server Settings

3.3.1 Dial Modification for Dial Copy

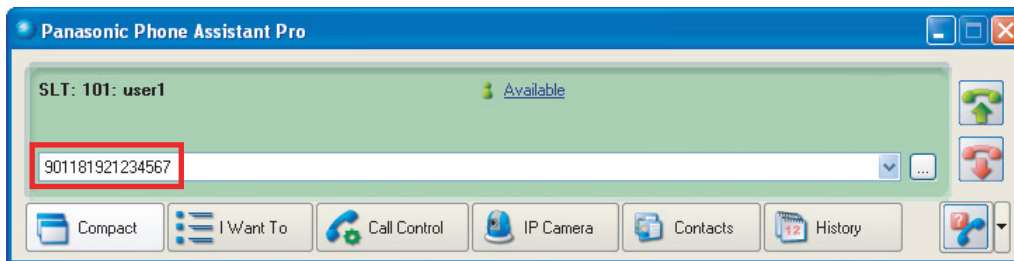
The administrator and PA users with administrative privileges may program the Telephone Number Modification settings. When an external telephone number is copied from another application to the dial box of PA, or an external telephone number is dialed from another application through PA, the dialed number will be modified automatically.

[Example]

Copy a telephone number on another application software.



Paste to the dial box of PA client software using clipboard (CTRL+V) .



The telephone number is modified automatically, as programmed in PA Manager (Web server).

1. Click **Dial Modification for Dial Copy** in the **Menu** frame. The following information appears.

Dial Modification for Dial Copy Current User: administrator

? Help

1 Minimum digits of public telephone number: 7

*) Public telephone number is modified automatically by "Telephone number modification" table

2 ☐ Remove "(0)" when dial is copied

Telephone Number Modification

No.	Leading Digits to Remove (Max. 16 digits)	Added Number (Max. 8 digits)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	Other Digits	

OK CANCEL

- 1 Minimum digits of public telephone number:
Specifies the minimum number of digits required to treat the dialed number as an external telephone number. If the number of digits dialed is less than the specified value, it will not be treated as an external call. The default value is 7. For example, a number is treated as below by default.
1234576 = 7 digits → External telephone number
123456 = 6 digits → Not an external telephone number
- 2 Remove "(0)" when dial is copied check box:
Deletes "(0)" from a copied external telephone number.
[Example]
+81-(0)1-2345-6789P12 → +81-1-2345-6789P12
- 3 Telephone Number Modification:
A dialed number is modified according to the Telephone Number Modification table.
[Example]

No.	Leading Digits to Remove (Max. 16 digits)	Added Number (Max. 8 digits)
1	+1201	

No.	Leading Digits to Remove (Max. 16 digits)	Added Number (Max. 8 digits)
2	+1	1
3	+	011
4	201	
5	202	202
6		
7		
8		
9		
10		

Other Digits	1
--------------	---

↓

Dialed Number	Corresponding Table No.	Removed Digits	Added Digits	Modified Number
+1-201-123-4567	No.1	+1201	—	1234567
+1-222-123-4567	No.2	+1	1	12221234567
+81-92-123-4567	No.3	+	011	01181921234567
201-123-4567	No.4	201	—	1234567
202-123-4567	No.5	202	202	2021234567
222-123-4567	Other Digits	—	1	12221234567

2. Configure **Minimum digits of public telephone number**, Remove “(0)” when dial is copied, and the **Telephone Number Modification** table as desired.
3. Click **OK**.

Note

PA client software must be restarted in order to update the settings that were changed by PA Manager.

3.3.2 Remote Alarm Notification

The administrator and PA users with administrative privileges may change the Remote Alarm Setting. PA Server (CTI control) sends an error message to the specified email address when the PBX detects a system error.

1. Click **Remote Alarm Notification** in the **Menu** frame.

The screenshot shows a web-based configuration window titled "Remote Alarm Notification". The top right corner indicates "Current User: administrator". The window contains three main input areas, each highlighted with a red box and a numbered callout:

- 1 E-Mail Address:** A text input field.
- 2 Subject:** A text input field containing the text "Panasonic Phone Assistant Alert: Remote Alarm".
- 3 Body Information:** A text area containing the text "Phone Assistant has detected a remote alarm on the connected PBX.".

At the bottom of the window, there are two buttons: "Save Settings" and "CANCEL".

- 1 E-Mail Address:**
 Specifies the email address to receive an error message. Max. 200 characters.
 - 2 Subject:**
 Max. 80 characters
 - 3 Body Information:**
 Max. 255 characters
2. Enter the desired email address, subject, and message into the corresponding fields.
 3. Click **Save Settings**.

3.3.3 E-Mail Settings

The administrator and PA users with administrative privileges may edit an email messages that PA Manager (Web server) automatically sends to PA users.

1. Click **E-Mail Settings** in the **Menu** frame.

The screenshot shows a web-based 'E-Mail Settings' interface. At the top right, it says 'Current User: administrator'. Below the title bar, there is a 'Help' icon and text. The main content area is divided into two sections. The first section is titled 'E-Mail message configuration for Add New User operation' and includes a note: '(Note: New User information will be appended below the body message)'. It has a 'Subject' field with the text 'Panasonic Phone Assistant Notification: Welcome to Phone Assistant' and a 'Body Information' text area containing 'Welcome to Panasonic Phone Assistant. A Summary of your user information is shown below:'. The second section is titled 'E-Mail message configuration for Edit New User operation' and includes a note: '(Note: Edited User information will be appended below the body message)'. It has a 'Subject' field with the text 'Panasonic Phone Assistant Notice: Your user info has been edited' and a 'Body Information' text area containing 'Please note that your user information for Panasonic Phone Assistant has been updated. A Summary of your user information is shown below:'. Both text areas have scrollbars. A vertical menu bar is on the right side of the window.

There are 3 kinds of messages that can be edited.

- a. E-Mail message configuration for Add New User operation:**
PA Manager (Web server) sends this message to a PA user when a new user account is registered.
 - b. E-Mail message configuration for Edit New User operation:**
PA Manager (Web server) sends this message to a PA user when a user account is modified.
 - c. E-Mail message configuration for Forgot User Password request:**
PA Manager (Web server) sends this message to a PA user when the **Forgot Password?** button is clicked.
2. Edit the desired message in the corresponding fields.
 3. Click **Save Settings**.

Section 4

PA User Functions

4.1 My Phone Settings

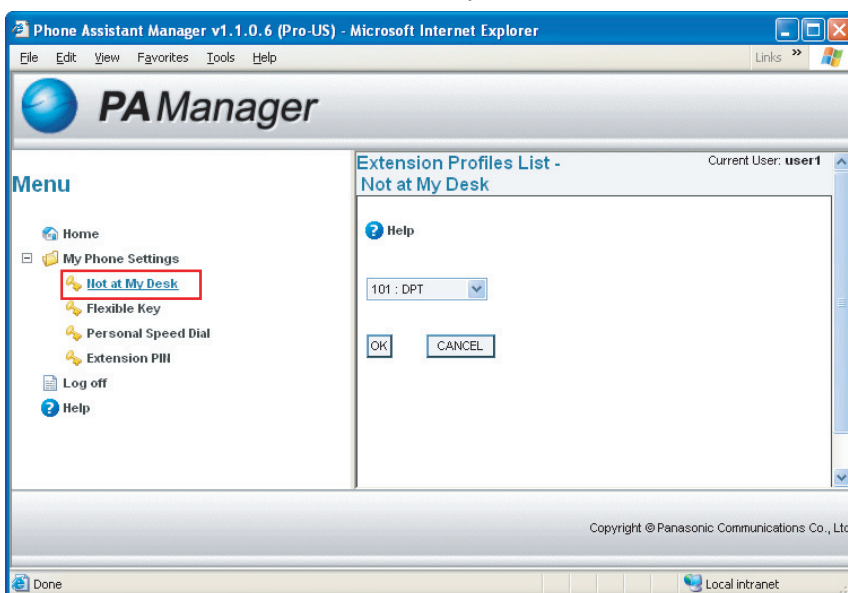
IMPORTANT

- Before using any functions in My Phone Settings, the administrator must set the extension numbers and profile names of PA users.
- To access **Flexible Key**, **Personal Speed Dial**, and **Extension PIN**, PBX Programming Settings Initialization must be performed. For more details, refer to 3.2.1 PBX Programming Settings Initialization.

4.1.1 Not at My Desk

The administrator and PA users can change the personal settings for their own extensions.

1. Click the **Not at My Desk** function in the **Menu** frame.
2. Select the desired extension from the drop-down list.



3. Click **OK**.

Note

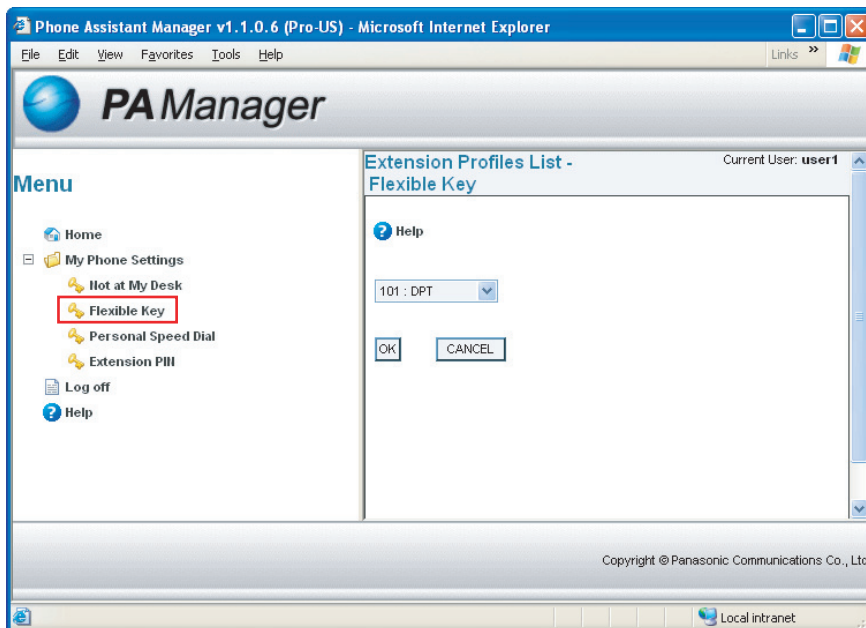
- For the detailed settings of **Not at My Desk**, refer to 3.2.7.2 Extension Setting.

4.1.2 Flexible Key

The administrator and PA users can assign flexible CO buttons.

1. Click the **Flexible Key** function in the **Menu** frame.

2. Select the desired extension from the drop-down list.



3. Click **OK**.

Note

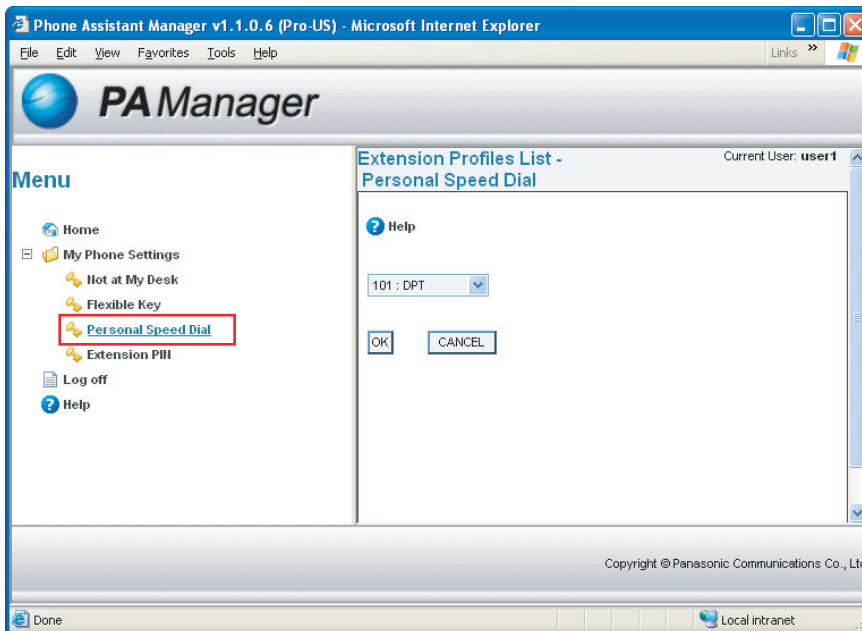
- For the detailed settings of **Flexible Key**, refer to 3.2.7.3 Flexible Key.

4.1.3 Personal Speed Dial

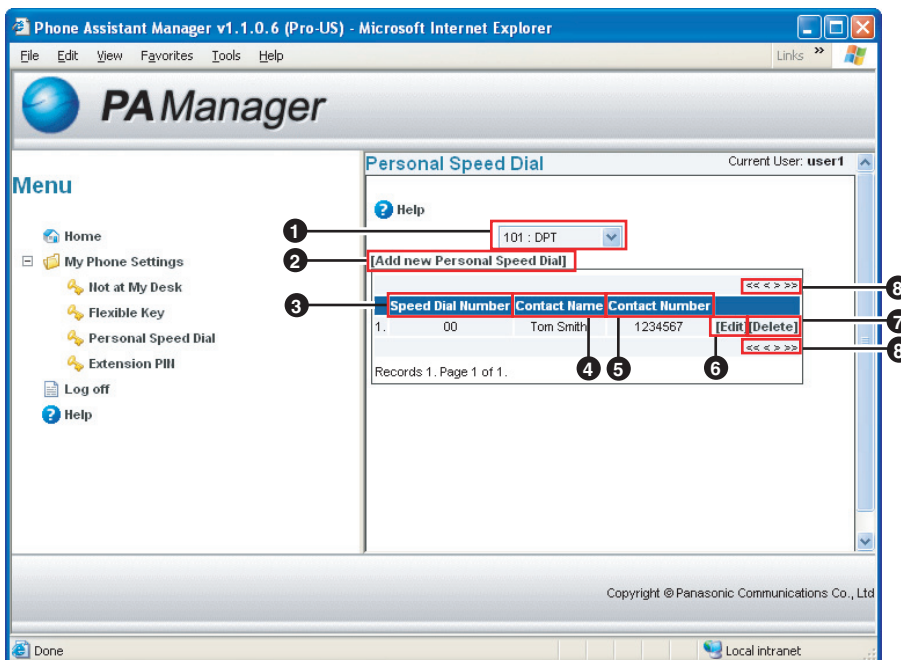
The administrator and PA users may add, edit, and delete Personal Speed Dial numbers.

1. Click **Personal Speed Dial** in the **Menu** frame.

2. Select the desired extension from the drop-down list.



3. Click OK.
The following information appears.



- 1 Extension Profile:**
Only available when more than one extension profile is set. Select the desired extension profile from the drop-down list.
- 2 [Add new Personal Speed Dial]:**
Allows you to add a new Personal Speed Dial setting.
- 3 Speed Dial Number:**
Shows the location number.

- ④ **Contact Name:**
Specifies the name of the Personal Speed Dial number.
- ⑤ **Contact Number:**
Specifies the number to be dialed by the Personal Speed Dial number.
- ⑥ **[Edit]:**
Allows you to change the corresponding Personal Speed Dial setting. This link appears after a Personal Speed Dial is set.
- ⑦ **[Delete]:**
Deletes the corresponding Personal Speed Dial setting. This link appears after a Personal Speed Dial is set.
- ⑧ **(<<), (<), (>), (>>):**
Changes the **Personal Speed Dial** page.

Note

Up to 10 Personal Speed Dial settings can be assigned for each extension.

4.1.3.1 Adding Personal Speed Dial

The administrator and PA users may add new Personal Speed Dial numbers.

1. Click the **[Add new Personal Speed Dial]** link in the **Personal Speed Dial** page.
2. Select a desired Personal Speed Dial number from the **Available Personal Speed Dialing Numbers** drop-down list.

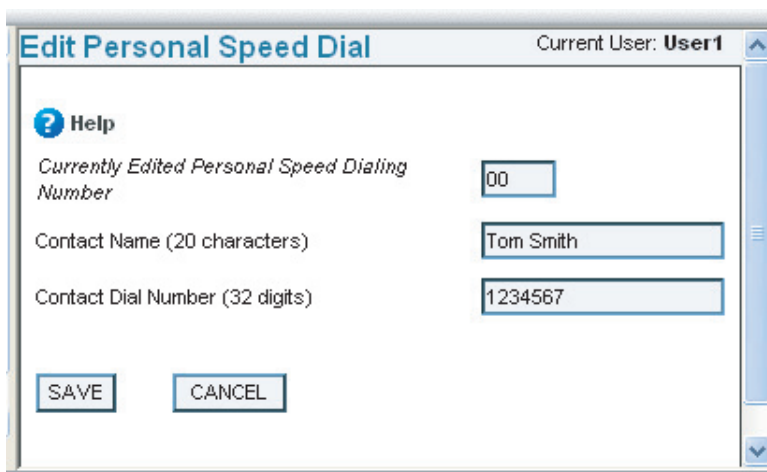
3. Enter the **Contact Name** (max. 20 characters) and the **Contact Dial Number** (max. 32 digits) into each field.
4. Click **SAVE**.

4.1.3.2 Editing Personal Speed Dial

The administrator and PA users may change Personal Speed Dial numbers.

1. Click the **[Edit]** link in the **Personal Speed Dial** page.

2. Apply the desired changes to the corresponding fields.



Edit Personal Speed Dial Current User: User1

Help

Currently Edited Personal Speed Dialing Number: 00

Contact Name (20 characters): Tom Smith

Contact Dial Number (32 digits): 1234567

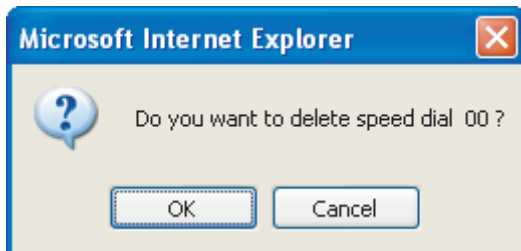
SAVE CANCEL

3. Click **SAVE**.

4.1.3.3 Deleting Personal Speed Dial

The administrator and PA users may delete Personal Speed Dial numbers.

1. Click the **[Delete]** link in the **Personal Speed Dial** page.
A confirmation dialogue box will be displayed.



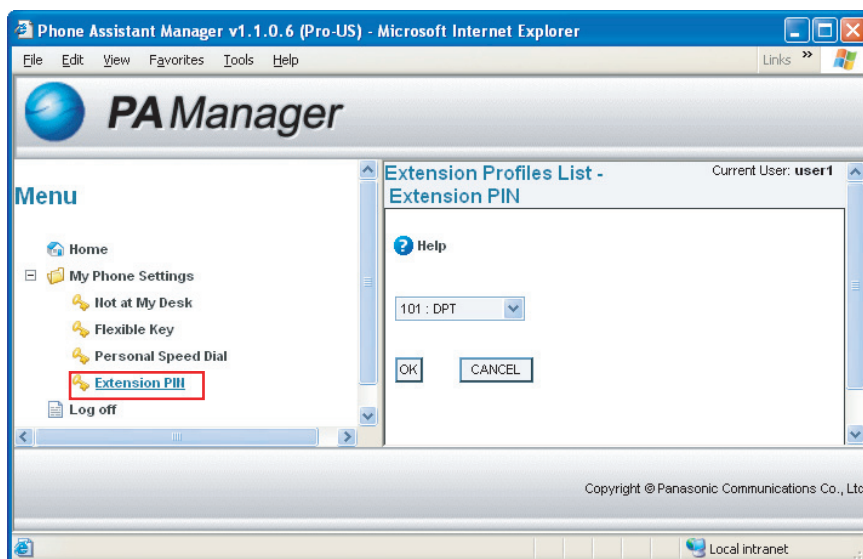
2. Click **OK** to confirm the deletion.

4.1.4 Extension PIN

The administrator and PA users may change the PIN code for their extensions.

1. Click **Extension PIN** in the **Menu** frame.

2. Select the desired extension from the drop-down list.



3. Click **OK**.

Note

- For the detailed settings of **Extension PIN**, refer to 3.2.7.4 Extension PIN.

Index

A

Absent Message
 Personal 44
 System 33
Administrative Privileges 26

B

Break Setting 49

C

Call Forwarding 44
Call Park Button 45
Check In Button 46
Check Out Button 46

D

Date and Time Settings 32
Default Profile 26
Dial Modification
 Dial Copy 51
DISA AA Destination Setting 40
Do Not Disturb 44
DSS/BLF Button 45

E

E-Mail Settings 54
Exiting PA Applications 9
Extension Name 43
Extension Number 26
Extension PIN 46, 62
Extension Setting 43
Extensions List 26

F

Flexible Key 44, 58

G

Group CO Button 45

H

Holiday Table Setting 47
Hurry-up Button 46

L

Language 20
Login 14
 Administrator 15
 PA User 18
 Through a Web Browser 19
Log-in/Log-out Button 45
Logout 20
Loop CO Button 45

M

My Phone Settings 58

N

Not at My Desk 58

O

One-touch Button 45

P

Password
 Change Password Button 28
 Forgot Password? Button 15
PBX Programming Settings Initialization 31
Profile Name 26

Q

Quick Dialing 34

R

Registering a PA User 24
Remote Alarm Notification 54

S

Single CO Button 45
Speed Dialing
 Personal 59
 System 37
Starting PA Server
 First time 6
Supervisor 26

T

Time Service Mode 48
Two-way Record Button 46
Two-way Transfer Button 46

W

Wrap-up Button 46

**Panasonic Consumer Electronics Company,
Division of Panasonic Corporation of North America**
One Panasonic Way, Secaucus, New Jersey 07094

Panasonic Puerto Rico, Inc.
San Gabriel Industrial Park, Ave. 65 de Infanteria, Km. 9.5,
Carolina, Puerto Rico 00985

<http://www.panasonic.com/csd>

Copyright:

This material is copyrighted by Panasonic Communications Co., Ltd., and may be reproduced for internal use only. All other reproduction, in whole or in part, is prohibited without the written consent of Panasonic Communications Co., Ltd.

© 2007 Panasonic Communications Co., Ltd. All Rights Reserved.

PSQX4570ZA KK0207MS0